



*The Alliance is an Equal Opportunity Employer.  
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## Position Announcement: **Human Resources Administrator**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

### **Job Description:**

This position is an integral position to support the Alliance as we continue to grow and expand our staff, and impact, across the watershed. The Human Resources Administrator is responsible for being the point of contact for the Alliance staff team in regards to payroll, benefits administration, and associated business compliance. Secondary work functions include assisting in recruiting efforts, including as the point of contact for the Directors and Managers that are hiring. This position requires strong attention to detail, effective communication and interpersonal skills, and ability to work well within a fast-paced team environment.

### **Specific Duties of the Position:**

- Payroll, Benefits, Compliance:
  - Accurately and efficiently process semi-monthly payroll on a timely basis for 50+ employees.
  - Ensure employee deductions and withholdings are complete and accurate.
  - Oversee timesheet process ensuring complete and timely submission by 50+ staff.
  - Oversee remittance of employee withholdings and employer taxes to appropriate tax jurisdictions by the third party administrator while ensuring the organization maintains compliance with payroll related tax filings.
  - Prepare and submit semi-monthly retirement and HSA contribution uploads.
  - Maintain complete, accurate and secure employee personnel files.
  - Manage employee benefits program and communicate benefit offerings to staff via trainings, new employee orientation, and open enrollment.
  - Work with benefits consultant to reassess benefits package on an annual basis, while ensuring changes to plans, rates and premiums are communicated to staff and updated as needed for payroll processing.
  - Ensure payroll and benefit platforms (retirement, health, life insurance, etc.) are updated timely for new hires and separating employees, and to reflect any salary and benefit changes for active staff.
  - Administer the tracking of accrued vacation and sick leave balances.
  - Periodically review the personnel policy manual and other human resources relevant policies / procedures to ensure those documents remain complete and accurate.
  - Provide oversight and assistance with the annual review process, while taking lead on preparation and communication of salary adjustment letters.
  - Field benefit related questions and concerns from 50+ staff.
  - Coordinate and oversee the annual open enrollment process.
  - Work with the Finance Director to ensure the Alliance maintains business compliance with applicable federal, state and local laws.

- Recruiting, Hiring:
  - Ensure position announcements are up-to-date, clear and free of grammatical errors.
  - Oversight of position announcements posting across various networks and platforms.
  - Provide the Director/Manager a clear process to follow, and policies and best practices to adhere to. Ensure the timeline for hiring is followed.
  - Provide assistance with the interview and onboarding processes.
- Work with Executive Leadership and the Alliance's DEIJ Team lead to uphold and formalize internal practices that center equity, inclusion, accountability, and transparency as intersecting with HR.
- As assigned, serve as the POC for outside consultant services to support specific HR tasks such as discrete employee relation needs and other relevant HR needs of the organization.

### **Qualifications & Experience:**

- Associate or Bachelor's Degree in business, human resource management, or a related field. Five years of relevant work experience may be substituted.
- Detail-oriented, organized, flexible, and able to manage multiple tasks and requests.
- Effective communication skills - proactive communication and problem solving is necessary.
- Desire and ability to work independently in a self-directed, small-office environment and to manage priorities and meet deadlines especially during times of peak activity.
- Non-profit experience is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

**Supervision:** The Human Resources Administrator reports directly to the Finance Director.

**Hours and Location:** The HR Administrator is expected to be based in the Annapolis, MD office, though candidates reporting to a regional office (DC, Richmond, Lancaster) will also be considered. There will be the ability to partially work from home after an initial orientation period. Infrequent night and weekend work may be required. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination and booster against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

**Salary:** \$55,000 - \$60,000, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more).

**Application:** The information listed below should be emailed to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than **Sunday March 19, 2023**. Indicate "Human Resources Administrator" in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompts:
  - Describe your experience in managing payroll and benefits administration.
  - Describe your experience, and role, in working on a team.
- A list of 3 professional references and their contact information.