POSITION DESCRIPTION

POSITION TITLE: Human Resources Administrator
CREATED: April 2023
SUPERVISOR'S TITLE: Human Resources People and Culture Leader
FLSA Status: Nonexempt

PURPOSE
The Human Resources Administrator serves in the human resources department. Working with the Human Resources People and Culture Leader and the Director of Finance, this position oversees payroll and related reporting, compliance, and record keeping and also assists with department responsibilities such as new hire setup, benefits, database management, and team member support. This position also contributes to positive guest experiences and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees payroll processing for all zoo team members; monitors pay rate, deduction, and benefit accuracy; ensures receipt of necessary approvals.
- Maintains payroll database and prepares monthly payroll accruals.
- Ensures necessary reporting and regulatory compliance related to payroll, Affordable Care Act, etc.
- Performed analysis of payroll as requested.
- Assists Human Resources People and Culture Leader with benefit administration, general questions, and payroll deduction processing.
- Provides support during the summer job fair and seasonal hiring processes.
- Participates in the zoo’s diversity, equity, access, inclusion, and belonging initiatives.
- Cross trains and serves as primary backup to the Human Resources People and Culture Leader as needed for department responsibilities.
- Supports team members and leaders with general human resources inquiries, involving Human Resources People and Culture Leader as appropriate.
- Assists with performance review processes, uniforms/nametags, and digital record keeping.
- Provides administrative support to the department as needed.
- May assist with employee benefits programs including maintaining ACA requirements, health benefits, regulatory issues, vendor relationships, COBRA Administration, Unemployment Claims, and Worker’s Compensation.
- Supports the zoo’s commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters.
- Assists with special projects and helps other zoo employees as needed.
- Actively contributes to positive guest experiences.

EDUCATION AND/OR EXPERIENCE
To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor’s degree in business administration, human resources management, or a related field is required.
- Three years of human resources administrator or associate experience is required.
- Previous payroll system, reporting, and regulatory experience is required.
- HRCI or SHRM Certification is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES
The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of legal requirements related to payroll and benefits.
Clear understanding of Indiana Labor Laws.
Ability to actively listen, giving full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
Ability to professionally and effectively communicate with others through written correspondence.
Ability to troubleshoot, analyze situations, and make sound business decisions.
Ability to make independent decisions and manage time effectively.
Strong knowledge of Microsoft Office software.
Strong organizational skills.
Knowledge of general office procedures and practices.
Knowledge of correct grammatical usage, punctuation, etc.
Ability to create and manage budgets.
Ability to work a flexible schedule as needed.
Ability to handle confidential information.
Ability to understand and follow all safety regulations.
Ability to handle multiple tasks simultaneously.
Ability to arrive to work on time and maintain a positive attendance record.
Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children’s Zoo in contacts with zoo visitors and the general public.
Ability to deal tactfully and politely with guest questions and misbehavior.
Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to properly lift and carry light supplies and materials.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Good speaking and listening skills.
- Prolonged exposure to computer screens.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.