



POSITION ANNOUNCEMENT

Position: Human Resources and Administration Coordinator
Reports to: Director of Finance & Administration
Function: Coordinates and delivers human resource and administrative services

Tasks:

- Assists programs and departments with recruiting, screening, staffing, and orientation of new staff
- Conducts and coordinates employment verification activities including obtaining background checks, screening staff exclusion lists and scheduling new hires for NYS Justice Center criminal background screenings
- Maintains attendance records and monitors vacation, personal and sick leave
- Processes enrollment/disenrollment in insurances and benefits
- Processes 403 (b) Plan requests for withholding, loans, withdrawals, and disbursements
- Processes Workers Compensation, Disability, F.M.L.A., Unemployment, Cobra requests/claims
- Verifies accrued leave earned and processes terminations from payroll
- Collects, records and analyzes data providing periodic reports, as requested
- Maintains human resource information system database(s)
- Maintains personnel files
- Promotes health and safety of the workforce
- Coordinates communications to employees via e-mail, memoranda, news updates, shared intranet
- Administers retention of agency records
- Coordinates the delivery of administrative services, including but not limited to information technology, procurement and purchasing for the main office and agency-wide
- Assists supervisor in responding to requests for information, tracking and resolving problems
- Performs clerical functions and other duties necessary to assure the efficient operation of the main office
- Duties as assigned

Qualifications:

High School diploma and at least five years of progressively responsible administrative and/or human resources experience. Degree in human resources management or business administration preferred. Understands basic accounting. Proficient in MS Excel and Access and ability to utilize relational data base programs. Strong written and oral communication skills. Exceptional organizational skills, attention to detail and ability to meet deadlines

Salary: \$ 44,000 - \$48,000 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: sroyer@acmhny.org

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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