

## **Part-time Human Resources Assistant**

### Description:

This hourly HR Assistant position is expected to be 8 hours per week for a professional committed to supporting colleagues in an active environment. They will be responsible for ongoing tasks such as bi-weekly payroll & employee on/off-boarding and project based work to include completion of annual compliance filings, benefits administration & support and employee education.

### Qualifications:

The ideal candidate is organized, discreet and enjoys helping others in a fast-paced nonprofit setting and who has:

- A bachelor's degree in human resources or related field and/or equivalent experience
- A minimum of 2-3 years of prior HR generalist experience; payroll experience a plus
- Demonstrable experience and ability to maintain confidentiality
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- An ability to problem solve, translate complex information into simple terms
- A firm understanding of human resource principles, practices and procedures
- Comfort working with and reconciling numbers, resolving discrepancies in payroll, compliance filings
- Exceptional time management skills with a proven ability to meet deadlines
- An ability to function well in a dynamic environment
- A shared commitment to building a diverse and inclusive workforce
- Demonstrable ability to use or work with office software such as Microsoft Suite & Google Suite and HR-related software related to payroll and employee benefits (ex: Paychex, TIAA, BCBS, etc.)
- Availability of working 8 hours on Monday and/or Tuesday

### Responsibilities:

This position helps ensure the smooth operation of HR services for Fitchburg Art Museum (FAM) employees and provides support in a variety of ways which include:

- Onboarding tasks such as background checks, helping new hires complete pre-employment requirements, maintaining personnel files and answering questions about HR policies
- Processing bi-weekly payroll and management of hourly time cards

- Reconciling bi-weekly payroll and monthly benefits statements
- Running reports and supporting annual financial, 401K and workers compensation audits
- Assisting with annual W-2, contractor 1099 and year-end tax forms
- Organizing employee information sessions about benefits and HR policies
- Assisting the Business Manager with related tasks

Rate:

\$25-35 hourly depending on experience

How to apply:

Please send your resume, a short email of introduction (explaining your fit with this position) and list of two references to [administrator@fitchburgartmuseum.org](mailto:administrator@fitchburgartmuseum.org)