



## Human Resource Associate (Part-Time)

Please email your resume and cover letter to Chris Flessert at [cflessert@kollathcpa.com](mailto:cflessert@kollathcpa.com).

**Position Title:** Human Resource Associate

**Classification:** Hourly

**Department:** SustainableHR

**Reports to:** Human Resource Consultant

**Date Created:** July 2, 2018

**Revision:**

**Approval:**  In Development       Pending       Approved/Date: July 15, 2018

**POSITION SUMMARY:** The Human Resource Associate will provide Human Resources support services to small, under 50 employees, in non-profit, start-ups, and for-profit businesses. The Human Resource Associate will apply Human Resources principles and practices to evaluate, solve, and administer Human Resources services to our outsourced Human Resources clients.

### ESSENTIAL DUTIES:

1. Provides recruiting services to Kollath CPA as well as clients requesting recruiting services.
2. Leads the college internship program.
3. Builds contact list of candidates to meet firm's and client's staffing needs.
4. Provides human resources administrative support to Kollath CPA and clients as assigned.
5. Administers various human resources benefit plans including enrollment, claims resolution, qualifying event changes, and communicating benefit information to client's employees.
6. Conducts new employee orientations and processes new hire paper.
7. Prepares employee termination information and communicates with terminating employee.
8. Prepares and creates legally compliant employee handbooks and other relevant Human Resources materials.
9. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of services performed.

### NONESSENTIAL DUTIES:

Completes other assignments and projects to meet business needs.

**SUPERVISORY RESPONSIBILITY:** None

#### Brookfield:

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#### Middleton:

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#### Madison:

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#### Prairie du Sac:

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[www.kollathcpa.com](http://www.kollathcpa.com)  
[www.sustainablehr.net](http://www.sustainablehr.net)  
[www.organicpayroll.com](http://www.organicpayroll.com)

### **MINIMUM QUALIFICATIONS (Experience, Education, and Special Certifications)**

1. Bachelors' Degree in Human Resource, Business Administration, or related field or equivalent education and/or experience required.
2. Five years' hands-on Human Resources generalist experience required.
3. Previous experience with human resources/payroll information systems and benefits preferred.
4. Proficient with computer software applications, preferably Microsoft Office Suite required.
5. Proficient and accurate computer keyboarding skills required.
6. Valid driver's license and reliable personal vehicle required as work will performed at client's office which may require travel outside of the Madison metro area.
7. PHR or related certification a plus.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of office procedures, practices, and records management procedures.
2. Broad knowledge of all human resources disciplines: recruiting and hiring, compensation, benefits, employee relations, legal compliance, and safety.
3. Ability to apply broad knowledge of principles, practices, and procedures to work.
4. Effective and thorough analytical and problem solving skills.
5. Ability to handle, work with, and maintain confidential information.
6. Ability to work independently as well as on a team.
7. Ability to handle multiple tasks simultaneously remaining calm under pressure.
8. Ability to work well under pressure and manage competing demands effectively.
9. Ability to articulate ideas and information verbally and in writing in a clear and concise manner.
10. Attentive listening skills.
11. Ability to interact effectively, professionally, and tactfully with all levels of individuals both internal and external.
12. Proficient and accurate data entry and keyboarding skills with strong attention to details.
13. Ability to create and work on documents on various computer software applications efficiently and accurately.
14. Efficient organizational skills.

### **PHYSICAL DEMANDS**

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

While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time and use a computer keyboard, monitor, mouse and telephone. The employee must occasionally lift and/or move up to 10 pounds. The employee will frequently travel on company business using personal vehicle and must have the ability to travel with no restrictions. The employee is required to have the following specific vision abilities: close vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

*The work environment characteristics described below are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee works mainly in company and client office environments. The noise level is usually quiet, although conversations can be heard. The employee will travel to clients using personal vehicle which may involve travel outside of the Madison metro area.