Position Title: Human Resources Assistant
Reports To: Finance Director
Works with: Administrative Staff
Job Category: Full-time, exempt
Salary: $45,500; Full benefits package, including retirement

JOB DESCRIPTION
The Human Resource Assistant will perform daily administrative tasks and HR duties. They will display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.

Duties and Responsibilities
- Maintains accurate and up-to-date human resource files, records, and documentation, including Employee Manual and Federal and State Employment Compliance notices
- Conducts new hire on-boarding and orientation.
- Coordinates external benefits providers and vendors, which include health, disability, and retirement plan providers; review monthly invoices.
- Maintains BTA "Employee Benefits Navigator" site; coordinates Open Enrollment.
- Assist employees with benefit-related issues and questions.
- Facilitate and maintain all employee paperwork, government reporting and personnel files, including COBRA and OSHA reporting.
- Maintains the integrity and confidentiality of human resource files and records.
- Facilitates HR compliance, issues and awareness training with department heads and managers; create and monitor online safety courses and coordinate safety training with Safety Committee.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the Finance Director and Executive Director
- Assists with payroll functions including processing, answering employee questions, and fixing processing errors; trains on and coordinates the use of a cloud-based time tracking system, TSheets.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Knowledge, skills and abilities
- Excellent conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.
- Understanding of HR functions and best practices.
- Excellent organizational and time management skills and attention to detail.
- Excellent verbal and written communication skills.
• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
• Proficient with Microsoft Office Suite or related software.
• Proficient with or the ability to quickly learn payroll management, and similar computer applications.

**Education and Experience**
• Degree in human resources or related field
• Basic knowledge of labor laws
• 2 years of related office experience

Boyce Thompson Arboretum (BTA), an independent non-profit organization, is located just outside of Phoenix, Arizona. At 372 acres, it is the largest and oldest botanical garden in the state of Arizona, and holds a collection of 4,050+ species. The Arboretum brings together plants from the world’s varied deserts and dry lands, displaying them alongside native Sonoran Desert vegetation in the stunning Superstition Mountains. BTA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. [www.btarboretum.org](http://www.btarboretum.org).

Please email applications to Leslie.Bunchek@btarboretum.org.