

Human Resource Manager

Denver Hardwood currently has an opening at our Denver location for a Human Resource Manager. This position is responsible for the organization's HR operations including payroll, benefits administration, and Human Resources functions for 13 branches in 10 states.

Essential Job Duties

PAYROLL FUNCTIONS

- Process semi-monthly and non-regular payrolls according to best practices and within company standards for exempt and non-exempt employees.
- Audit timekeeping records for compliance with established standards, and communication of timekeeping inaccuracies to managers.
- Maintain Quarterly Tax reports for all locations.
- Supply 401(k) Plan or workers' compensation auditors with information as requested.

BENEFITS ADMINISTRATION

- Lead the annual Open Enrollment process.
- Prepare benefit information for employees, process qualifying events, partner with benefits broker
- Maintain current benefit information on self service portal, bulletin boards and new employee packets.
- Support Affordable Care Act compliance including ACA monitoring & reporting, employee eligibility notifications and enrollment changes.
- Manage the administration of COBRA for all locations.

HUMAN RESOURCES FUNCTIONS

- Create, update, and maintain employee records
- Perform all recruitment processes
- Manage all unemployment claims, employment verifications and other requests
- Administer workers' comp claims
- Support pay and performance administration including employee evaluations and reviews
- Coordinate background and pre-employment drug tests
- Create offer letters
- Process terminations

Qualifications

- 5 years experience in human resources, payroll, and benefits administration or an equivalent combination of education and experience. Experience should demonstrate the ability to perform the essential functions of the position. HRIS systems experience is required. Experience should include:
 - Proficiency with Microsoft Office Suite including Excel, Word, Outlook
 - Working knowledge of human resource and payroll principles/best practices
 - Up-to-date knowledge of regulations and multi-state HR and payroll experience
 - Ability to maintain strict confidentiality
 - Ability to maintain a calm demeanor

Benefits: We offer **company paid** medical and life insurance, optional dental and vision plans, PTO (paid-time-off accrued per pay period). We also offer a 401K Plan. This position is considered FULL-TIME. Hours are

Monday through Friday. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. We are an equal opportunity employer.

- Pay range is \$65,000 – 80,000 per hour

To apply for this position please visit our website – DenverHardwood.com, Contact Us, Join our Team, and complete an application on line.