



Human Resources Generalist

Department:	Human Resources
Reports To:	AVP Human Resources
Classification:	Non-Exempt, G8
Pay:	\$24.02 (min.); \$30.02 (mid); \$36.03 (max)
Type:	Full-Time
Location:	Glendora, CA

Purpose:

ACCU is looking for a Human Resources Generalist to join our organization. The HR Generalist will support the Human Resources department function in a variety of HR activities, including working with HR vendors, supporting internal employee communications, and providing administrative support with the employee onboarding/offboarding process. You will work directly with and assist the AVP of Human Resources to fulfill a variety of necessary HR tasks. As an ideal candidate, you will have a broad knowledge of human resources.

Major Duties and Responsibilities:

- Answering employee requests and questions.
- Post all openings on the website and recruiting platforms.
- Coordinate all new hire-related activities including new team member communication, on-site preparation, and orientation scheduling, and assist the HR Director with additional tasks as it relates to new hires.
- Present new hire orientation.
- Initiates background screenings.
- Maintains the accuracy, integrity, and confidentiality of human resource files and records.
- Assist with the recruitment and interview process.
- Assists in planning and executing special events such as organization-wide meetings, employee recognition events, retirement celebrations, etc.
- Act as point of contact for the Live the Mission Committee.
- Acts as backup to the mailroom.
- Responsible for documenting and informing the HR Director of issues and matters in the organization related to the HR Department promptly.
- Monthly benefit reconciliation.
- Support any other special projects the HR department needs assistance with.
- Assists or prepares correspondence as requested.
- Assists in maintaining the Human Resources database, filing system, employee list, organization chart, and employee records ensuring everything is up to date.
- Order supplies for the Human Resources department.
- Support HR projects and initiatives as assigned.
- Coordinate with the HR Director, Open Enrollment, and answer benefit questions.
- Backup to the Payroll Specialist.

Expectations:

- To adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), the Anti-Money Laundering (AML) provisions of the USA Patriot Act.
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Essential Functions:

- Ability to perform duties as outlined under "Major Duties and Responsibilities."
- Ability to communicate clearly and to be understood.
- Ability to maintain discretion and confidentiality.

Qualifications and Educational Requirements:

- 1 - 3 years of Human Resource experience.
- HR Policies experience.
- Hands-on experience in using MS Office, databases, and HRIS systems.
- Excellent organizational, communication, time management and interpersonal skills.
- Ability to follow directions accurately.
- Reliable and personable; enjoy working with a diverse range of individuals and ensuring employee requirements and needs are met first.
- Experience in the financial industry is a plus.
- Knowledge of labor laws and regulations.
- Any additional training and certification in Human Resources will be considered an advantage.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required for personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Pay Scale:

Our pay ranges are designed to accommodate candidates with diverse skill levels and experience, while also allowing for growth and tenure to be achieved in this role over time. Typically, new-hire salary offers fall within the minimum to midpoint of a pay range for many candidates. Any offer extended to a candidate will be based upon their unique set of knowledge, skills, education, and experience, as well as internal equity. The above salary range is specific to the California location; salary may change based on location.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee's disability don't cause an undue burden to the credit union.

To apply, please visit: AmericasChristianCU.com/Apply