



HR/Accounting Officer Job Description

Human Resources Responsibilities:

- Responsible for the system maintenance, input and processing of HCN Bank and Hemet Bancorp's payroll and ensuring that call-back procedures are performed prior to transmission.
- Responsible for posting vacant positions.
- Responsible for tracking and obtaining pre-employment background verifications.
- Responsible for maintaining and providing new hire packets as needed.
- Responsible for coordination of the periodic new hire orientation meetings.
- Responsible for the approval and coding of employee benefit related expenditures including ADP bills, employment background verification bills, medical/dental/vision insurance, life insurance and cafeteria plan insurance.
- Responsible for the preparation of various payroll and employee benefit schedules, including calculation of full-time equivalent employees monthly.
- Responsible for maintaining vacation and sick accrual balances.
- Responsible for administration of the Bank 401(k) plan.
- Responsible for responding to employment verification requests and questionnaires.
- Responsible for processing payroll garnishments and levies.
- Responsible for set up and maintenance of online enrollment of employee benefits.
- Responsible for tracking payments made to employees under the employee referral program.
- Responsible for quarterly and year-end reporting.
- Assist with ESOP (Employee Stock Ownership Plan) administration.

Finance Responsibilities:

- Responsible for correcting daily non-post items.
- Responsible for preparing and submitting weekly and quarterly public funds report.
- Responsible for monthly reconciliation for suspense GLs-HR, payroll and ESOP account.
- Back-up support for accounts payable, daily liquidity report, daily FRB recon, deposit rates, wire desk including releasing outgoing wires, ordering currency etc. and block call back.
- Performs a variety of other duties as assigned.

Qualifications:

Qualifications include education, experience, language & math skills, reasoning ability, certificates & licenses, etc. to perform the job.

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Word and Excel
- SHRM-CP or SHRM-SCP a plus.