

**National Law Enforcement Officers Memorial Fund
Job Description**

Position: Office & Human Resources Administrator

Reports to: Senior Director of Memorial Programs – Office Admin Matters
Chief Operating Officer – Human Resources Matters

Direct Reports: None

Position Summary

The Office & Human Resources Administrator provides general administrative support to the organization in two areas:

Office Administration – Coordinates and executes office support services and related activities, including development and management of services related to office equipment, internal office moves, office services, and office facilities. This position will also perform basic accounting-related tracking, including A/P and bank deposit processes.

Human Resources – Performs payroll administration, job postings and reference checks, employee orientations, and administration of employee health, welfare and retirement plans. This position also performs administrative HR tasks, maintains personnel records, and coordinates employee on boarding.

This position has frequent contact with all NLEOMF staff and Board of Directors, as well as benefits brokers and plan representatives, office supply vendors, building management, as well as third party payroll and accounting firm staff.

Primary Areas of Responsibility:

Office Administration

- Manages facilities day-to-day operations and proactively anticipates and resolves day-to-day operations concerns.
- Manages maintenance and operation of all office equipment and systems (other than computers) to include leasing, purchase or service contracts for equipment or services.
- Maintains inventory of office supplies and equipment, proactively determines needs and makes recommendations for purchase of necessary items.
- Places service orders and reconciles operations-related invoices.
- Coordinates maintenance and alteration of office areas, including office housekeeping.
- Negotiates the purchase of office supplies, furniture, and office equipment for all staff in accordance with organization purchasing policies and budgetary restrictions.
- Assigns and maintains building access keys/codes and access cards.
- Proactively tracks, catalogs and monitors accounts payable processes. Serves as liaison with Frank & Company relative to accounts payable.
- Maintains and reconciles petty cash account.

- Facilitates and reconciles bank deposits in accordance with organization procedures and policies.
- Coordinates large shipments and mailings.
- Trains/orients staff in the use of office equipment.
- Assists with special projects and events.
- Provides administrative assistance to Memorial Research, Operations, and COO as needed, including back-up receptionist services.

Benefits & Payroll Administration

- Performs all aspects of benefits administration including assistance with claims resolution, enrollment and coverage changes, and plan renewals.
- Reconciles benefit plan invoices with enrollment and plan changes; submits invoices for regular and timely payment.
- Manages Metro/Smartcard program, including timely enrollments, payroll deductions, placement and reconciliation of monthly orders/adjustments.
- Administers COBRA benefits, including notifications, enrollments and payment tracking.
- Maintains accurate personnel records and provides employment verifications.
- Maintains database of PTO and Holiday leave usage; enters usage into payroll database.
- Calculates partial pay period salary figures for new hires, as well as final salary and term PTO payments for terminating employees.
- Records accurate and timely benefit-related deductions into payroll processing database.
- Prepares and processes payroll; prepares and maintains payroll files and documentation.
- Reconciles payroll reports with timesheets and payroll-related documents each pay cycle.
- Conducts exit meetings to administer benefits continuation information upon termination.

Staffing & Employee On Boarding

- Reviews, updates and creates job descriptions as necessary.
- Assists with job postings, applicant flow tracking, and recruitment of new hires.
- Composes offer letters, upon direction of the COO.
- Conducts employment, education and reference verifications for new hires.
- Obtains and updates employment eligibility verifications for all employees.
- Coordinates new hire orientation schedules.
- Conducts new employee orientation, including overview of organization, review of policies and procedures, and completion of benefit and tax forms.
- Composes employee termination letters under the direction of the COO and outside advisors, if necessary.

Knowledge/Skills/Abilities:

- Bachelor's Degree in human resources or related field, or four years equivalent human resources experience, including a minimum of one year experience in payroll processing and benefit plan administration. PHR certification desired.
- Minimum one year office administration experience.
- Experience working and negotiating with office supply/furnishing vendors.
- Experience working with property management companies preferred.

- Working knowledge of mail processes such as postage machines, FedEx and UPS.
- Ability to learn and provide basic maintenance to office equipment.
- Working knowledge of employment laws and practices, including COBRA, ADA, FMLA, FLSA, FCRA and ERISA desired.
- Experience working with benefits brokers and plan representatives desired.
- Experience with full-cycle recruitment processes, including background and reference confirmation processes, desired.
- Strong interpersonal skills and high level of confidentiality to handle sensitive and confidential situations/documentation, as well as to maintain positive work relationships.
- Ability to negotiate effectively.
- Strong orientation to customer service and overall internal client responsiveness.
- Goal-oriented team player.
- Strong planning and organizational skills, with strong attention to details.
- Strong oral and written communication skills, with the ability to conduct effective employee orientations and staff presentation/training sessions.
- Flexibility and adaptability in approach to work in a growing organization.
- Ability to work efficiently and effectively in a fast paced environment.
- Ability to work independently and self-direct large-scale projects and initiatives.
- Proficient computer and internet search skills, including Microsoft Office Suite, with the ability to learn Raisers Edge database. Familiarity with payroll applications preferred.
- Willingness to assist with initiatives and projects as needs arise throughout the organization.

Working Conditions:

- Working conditions are normal for an office environment. Position may sometimes require working after-hours during the week or on weekends and may require occasional travel. Position at times requires long periods of standing or movement, and may require crouching and reaching. Frequent lifting of varying items weighing up to 30 pounds required. Position will involve an increased workload during the National Police Week, which occurs each May.

How to Apply:

- Submit cover letter, resume and references by email: mbattaglia@nleomf.org; fax: 202-737-3405; or post: NLEOMF, Attn: HR, 400 7th Street NW, Ste. 300, Washington, DC 20004.

EOE/M/F/D/V