

Human Resources Career Opportunity

The Corporation for Ohio Appalachian Development, COAD, has the following full-time position available in the Athens, Ohio office:

Human Resources Manager

Summary: Plans, directs, implements, and oversees human resources policies and activities such as employment, compensation, benefits administration, training, employee relations, payroll, and communications for a variety of office locations by performing the following duties personally or through other supervisors.

An exceptional candidate will have the skills to implement human resources policies to meet organizational needs and comply with state and federal laws. Experience in overseeing training, interviewing, hiring, terminations, promotions, performance review, safety, sexual harassment, and diversity awareness is a necessity. Another key role to this position is to keep record of benefits plans participation such as insurance and pension, and employee statistics for government reporting. This position will administer workers compensation; unemployment; inquiries regarding policies, procedures and updates. This position will also have the responsibility of processing computerized payroll, which includes but is not limited to accurate and timely disbursement of biweekly payroll and other payroll-related payments (support accounts, court-ordered garnishments, and pension plan). Preference will be given to those that have experience in the preparation of all payroll related reports on a biweekly, monthly, quarterly, semi-annual and annual basis. These reports will be used for the completion of IRS Form 941, state and local income tax reports, state unemployment and workers compensation tax reports and disbursement of W-2's to all COAD employees.

Required Qualifications:

- A minimum of a Bachelor's Degree in Business or a related field is preferred; or
- At least three years' experience working in the Human Resources field.

For full consideration, resume with a cover letter must be received by 01/10/20
However, posting will remain open until position filled

Submit by mail to:
COAD
Human Resources Manager
PO Box 787
Athens, Ohio 45701

Or

By email: hr@coadinc.org

COAD is a non-profit, Equal Opportunity Employer/Provider of Services