



INSPIRING PUBLIC EDUCATION

Position Title: HR Specialist

Position Type: Part-time (10-15 hrs per wk)

Reports to: Chief Operating Officer

Direct Report(s): None

ABOUT URBAN ARTS PARTNERSHIP

Urban Arts Partnership (UAP) is a nonprofit organization whose mission is to advance the intellectual, social and artistic development of students through arts-integrated, tech-enhanced education programs that close the achievement gap. UAP was founded in 1991 on the belief that the arts are essential to human development and culture. Our community of educators, artists and thought leaders believes that the status quo in classrooms needs disruption if we are to succeed in preparing them for a fast-changing digital age. Learn more at www.urbanarts.org.

ABOUT THE ROLE

UAP engaged Insperity (a PEO) in July 2020. The HR/Finance Specialist will serve as the day-to-day point person on various HR-related needs, including but not limited to payroll, recruiting, onboarding/offboarding, performance evaluations, and compliance. The HR Specialist reports to the Chief Operating Officer, and works closely alongside other members of the Operations team, such as the Chief Financial Officer, Operations Manager and Insperity team.

Key roles and responsibilities include:

- **Payroll.** Ensure bi-weekly payroll is accurately processed, reflecting any changes in employment status or benefits; support payroll accounting in general ledger
- **HR Administration.** Support and manage the following workstreams:
 - Recruitment, including but not limited to maintaining up-to-date job descriptions, job postings, interview coordination, and offer letters
 - Onboarding, including but not limited to PETS fingerprint clearance, HRIS setup, new hire orientation, business cards, etc.
 - Offboarding, including termination and benefit continuation notices
 - Annual performance evaluations; and
 - Annual open enrollment cycles, including health/dental/vision insurance and FSA/HSA
- **HRIS Administration:** Serve as primary administrator of Insperity HRIS system
- **Reporting.** Generate HR/Payroll reports and fulfill information requests needed for annual financial audit, grant applications, insurance renewals, employment verifications, etc.
- **Customer Service.** Efficiently and effectively respond to employee questions, redirecting employees to appropriate PEO specialist as needed
- **Policies & Procedures.** Develop strong knowledge of UAP's employee handbook, appropriately applying policies to various situations; Suggest revisions or additions to ensure compliance with federal/state/local regulations
- **Other.** Fulfill other needs as directed by COO; depending on the candidate's finance experience, this individual may also support the CFO



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QUALIFICATIONS:

- Bachelor's degree;
- SHRM-CP or SHRM-SCP preferred;
- At least 10 years of HR experience with at least 4-5 years of supervisory experience managing direct report(s); Finance background or experience highly preferred;
- Demonstrated ability to exercise discretion and handle confidential matters;
- Exceptional relationship- and culture-building skills;
- Exceptional time management and prioritization skills, with ability to meet deadlines and time-sensitive needs
- Demonstrated ability to creatively solve problems and think outside the box;
- Attention to detail, with meticulous eye for legal documents and/or contracts;
- Significant experience in the administration of benefits and compensation plans, as well as HRIS technology platforms;
- Strong and thorough knowledge of Federal, New York State and New York City employment laws and practices;
- Strong computer skills and proficiency in using software solutions such as QuickBooks Online, Excel, Google Docs, and Salesforce;
- Self-starter who works well independently, but also a team player; and
- Strong and evident belief in the mission and core values of UAP:
 - Think one level higher
 - Work with a sense of urgency
 - Be imaginative
 - Bring your best self
 - Embrace and drive change

TO APPLY:

Interested candidates should send a cover letter, salary requirement, and resume to jobs@urbanarts.org with "HR Specialist" in the subject line. Please highlight any finance background if applicable.

UAP is an equal opportunity employer