Position Vacancy
SEARCH FOR COMMON GROUND

HR Generalist
Based in Washington, DC

Job Announcement

We are Searchers.

We are over 600 strong worldwide. We believe in our mission to end violent conflict.

It’s our purpose- our call to action.

A Searcher understands our vision of a world where:
Differences stimulate social progress, rather than precipitate violence.
Respect for and cooperation with those we disagree with is considered the norm

A Searcher is a dedicated, enthusiastic and passionate individual, committed to our values.

With headquarters in Washington, DC and Brussels, Belgium, we implement projects from 55 offices in 34 countries, including in Africa, Asia, Europe, the Middle East, and the United States. You will be joining other highly motivated Searchers with a good team spirit and though commitment and dedication, have opportunities to grow.

We are searching for...
The Human Resources Generalist provides HR services in both the international and domestic fields. The position involves benefits, compensation, and payroll, employee recognition, HR reporting responsibilities and serves as the HR focal point for DC staff. Working relationships: all employees, including country directors, program directors, managers, and supervisors. This position is based in Washington, DC and reports to the HR Manager.

Your contribution
The roles are responsibilities of this role include:

Salary Compensation Management and Payroll
• Serves as payroll administrator
• Manages the domestic and global compensation structure
• Maintain employee payroll records by accurately updating status changes, tax withholdings, benefit deductions, time off accruals, demographic information in the HRIS system.
• Ensures payroll information is accurately entered into ADP system for new hires.
• Process payroll changes for accuracy and efficiency
• Liaise with Sr. Payroll Support Specialist on all payroll related matters
• Process international payroll changes for international staff on a monthly basis.
• Update and maintain payroll spreadsheet for auditing purposes.

Benefits

• Manages all employee benefits packages, including health/life insurance, disability insurance, and retirement plans, including setup, maintenance, as well as internal and external communication.
• Serves as main contact for all workers’ compensation policies and procedures and FMLA paper work
• Assists with explaining all benefits programs, enrolls and terminates employee coverage under medical and dental plans and provides information to all domestic and global employees for enrollment and termination of coverage.
• Processes health insurance wires and bills; troubleshoots employee issues with insurance vendors.
• Organizes and manages annual open enrollment communications and election process.

HRIS Database Management

• Prepare data analysis and HR reports on a quarterly basis for Quarterly Management Reports (QMRs) including HR turnover and other HR-related reports
• Responsible for maintaining an efficient and legally-compliant configuration of the electronic filing system for employee files.
• Run routine and intermediate-advanced custom reports using Bamboo HR.
• Generate HR turnover and other HR related reports
• Update and maintain the DEPs in HRIS system

HR Administration

• Point person on all domestic employee relations
• Maintain and update HR’s intranet web page
• Manages both domestic and international Internship Program
• Conduct, analyze and provide recommendations for all exit interviews
• Ensure HR onboarding of all DC hired staff.

As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key responsibilities.
You meet the following qualifications:

- Bachelor’s degree with a major in human resources, business, or a related area
- Minimum of five years of human resources generalist experience, preferably with at least two years in a non-profit and/or international organization, or other equivalent experience
- Experience working in headquarters office of a US-based organization with offices in the US and overseas
- Strong knowledge of benefits, compensation laws and regulations and HR best practices
- Experience developing procedures
- Experience handling sensitive and confidential information
- Ability to be structured in a flexible environment
- Ability to efficiently complete HR tasks requested within deadlines
- Ability to handle multiple tasks simultaneously
- Excellent communication and negotiation ability
- Strong work ethic with excellent attention to detail
- Honest, ethical, can-do attitude
- Highly developed research skills and problem-solving ability
- Proficiency with business software applications (i.e. Word, Excel, PowerPoint, Google, etc.)
- Occasional travel may be required

Desirable:

- Some overseas work experience or experience working in a multi-cultural setting is a plus
- French language proficiency
- PHR or other relevant, certifications
- Experience researching international labor laws
- Experience preparing benefits materials

Sound good? To apply, interested candidates should:

- Send a **cover letter** and **current resume** to our employment website here.
- Include the following in your cover letter
  - minimum salary requirements (or current salary)
  - projected start date,
  - where you found this posting.

We are looking to fill this position with the right candidate. Only applicants invited for an interview will be contacted. No phone calls please. Please see our web site [www.sfcg.org](http://www.sfcg.org) for full details of our work.