

WITTE

MUSEUM

POSITION ANNOUNCEMENT

HUMAN RESOURCES COORDINATOR

POSITION SUMMARY

The Human Resources Coordinator is responsible for all Human Resource functions and payroll for the Witte Museum. In addition, this position assists in the reconciliation of the Museum's operating bank account.

RESPONSIBILITIES

- Responsible for new hire processing including all insurance, regular and supplemental, enrollment
- Coordinates and schedules new hire orientation
- Responsible for current local, state, and federal legislation effecting Museum employees
- Maintains personnel files
- Performs employment verifications when necessary
- Prepares and submits all Workman's Compensation reports
- Prepares and distributes applications and resumes
- Oversees employee relations, corrective actions, and grievance investigations. Provides counsel and assistance when necessary
- Prepares and calculates bi-weekly payroll, and maintains and processes garnishments and employee deductions
- Prepares and submits bi-weekly tax deposits, quarterly 941 returns, and quarterly TEC reports
- Maintains accurate employee vacation, sick leave, and optional holiday balances
- Responsible for the preparation of payroll journal entries
- Processes W-2s and all related transmittals and reports
- Prepares 941 to W-2 reconciliation schedule
- Reconciles, allocates, and prepares all monthly insurance invoices with supporting documentation
- Prepares all monthly surveys for the Department of Labor
- Assists in the reconciliation of the Museum's operating bank account
- Updates and distributes telephone directory and employee roster
- Produces miscellaneous reports when necessary
- Other duties as assigned by the Chief Financial Officer and the Director of Administrative Services

EDUCATION

- Bachelors Degree in Human Resource Management, related field, or equivalent work experience. Six hours of college level accounting courses or equivalent preferred.

EXPERIENCE AND SKILLS

- Good written and oral communication skills; must be organized and detail oriented; ability to use a 10-key

PHYSICAL REQUIREMENTS

- Must be in good physical condition
- Moderate to heavy lifting, walking, climbing stairs, etc.
- Must be able to work flexible hours including after hours and weekends if necessary

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Please submit resume to:

Witte Museum
ATTN: Human Resources
3801 Broadway
San Antonio, Texas 78209

Resumes may be faxed to:

Witte Museum
ATTN: Human Resources
210-357-1882