**ACE ETHANOL/FOX RIVER VALLEY ETHANOL, LLC**

**JOB DESCRIPTION**

**TITLE:** HR/Payroll Coordinator  **STATUS:** Non-Exempt

**REPORTS TO:** HR Manager **CREATED:** July 2020

**Position Summary:**

Observes all safety rules and regulations, conducts self in a safe manner at all times. Responsible for providing timely and accurate human resource and accounting support for a variety of related activities at Ace Ethanol and Fox River Valley Ethanol, according to established procedures. Includes coordination of recruitment/selection/onboarding processes, HR recordkeeping, benefits enrollment administration, bi-weekly payroll processing, and assisting with a variety of administrative functions as needed. Keeps information confidential and informs others of problems or potential problems as indicated.

**Duties and Responsibilities:**

* Learns, understands, and complies with applicable plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, participates in regular safety training and testing.
* Compensation and Benefits
  + Assist HR Manager with ongoing compensation reviews
  + Maintain and update job descriptions as necessary
  + Assist HR Manager with benefit enrollment and benefit communication/meetings
* Recruitment and Selection
  + Places approved ads
  + Collects and screens applications
  + Assists HR Manager and Hiring manager with interview scheduling
  + Schedules pre-placement physicals and drug tests and initiates background checks.
  + Continue to provide updates during the process
  + Prepare and enter new hire paperwork
* Assists President and General Manager
  + Books flights, hotels, and conferences as needed
  + Sets up conference calls and prepares boardroom for meetings
* Training and Development
  + Coordinates new employee orientation with HR Manager and Hiring manager
  + Assists HR Manager with performance management process and tracking
* Legal Compliance
  + Assists HR Manager with updating Employee Handbook and policy review
  + Assists HR Manager with maintaining job descriptions, selection criteria, and interview questions for all positions.
* Payroll
  + Process and maintain bi-weekly payroll and related ancillary activities (new employees, benefit changes, initial direct deposit, etc.).
  + Conduct year-end processing and printing/distribution of W-2 forms.
  + First point of contact for automated time clock issues, maintains ‘banner’ system for employee communications.
* Other job-related duties as needed.
  + Updates various spreadsheets and enters data into computerized accounting system.

**Work Relationships:**

Reports directly to HR Manager. Works closely with President/General Manager and Accounting employees at Ace Ethanol. Regular contact with managers and all other employees. Occasional contact with Board members and producers, outside auditors and governmental agencies. Frequent contact with vendors (usually by phone or email) and office visitors.

**Required Skills & Abilities:**

* Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness, and according to GAAP.
* Must be reliable and timely in reporting to work.
* Competencies include the ability to: think and work safely, interact professionally with external contacts (vendors, agencies, producers, etc.), accurately troubleshoot and resolve HR, payroll, and accounting problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with honesty and integrity, maintain the integrity of highly confidential business and personnel information, take initiative to notice what needs to be done and the good judgment to act appropriately.
* Must be able to read and clearly speak English, interact professionally with other people by telephone and in person, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, percent, fractions and decimals).

**Education & Experience:**

* Requires at least an associate degree in HR and/or accounting (or equivalent) and a minimum of two years of related experience, preferably in a manufacturing environment.
* Must be proficient in payroll and benefits administration, have a working knowledge of HR-related regulations (FLSA, Title VII, WFEA, FMLA, etc.), and fluent with Microsoft Office (Word, Excel, Outlook).
* Experience working with Great Plains Accounting is highly desirable.
* Must be able to maintain the confidentiality of highly sensitive personnel and business information, work both independently and as a team member, multi-task effectively, and handle rapidly changing priorities.

**Working Conditions:**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.
* Must be able to access and navigate each department at the organization’s facilities.
* Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, hard hats, etc.)

# This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.