



**Job Title**

**Human Resources Manager**

**Summary**

Provides effective implementation and ongoing development of Human Resources (HR) support and coordination for the Tulsa Community Foundation (TCF), its affiliates, programs and supporting organizations, including George Kaiser Family Foundation (GKFF). Management of a wide variety of human resources activities including compensation and benefits administration, employee relations, employment laws and regulations, providing counseling and guidance to the team regarding policies, procedures and state and federal regulatory compliance requirements.

Responsible for carrying out responsibilities in the following functional areas: administration of human resource policies, procedures and programs; human resource information systems, onboarding, employee relations, terminations, benefits, payroll; foundation employee communication, employee safety; and employee services.

**Essential Functions**

**Administration:**

- Performs functions including but not limited to typing, filing and maintaining human resources information system records. Handles requests for employment verifications. Maintains employee personnel files consistent with foundation policies and applicable laws and regulations.
- Responsible for all aspects of processing corporate payroll.
- Works with executive leadership to recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.

**Compliance:**

- Maintains compliance with federal, state and local employment and benefit laws and regulations. Support compliance programs (e.g. EEO, ACA, ADA, FMLA, WC, etc.) to ensure legal and foundation policy compliance in all employment practices.
- Maintains office HR related communications including bulletin boards related to legal compliance.

**Benefits:**

- Performs benefit administration, including assisting with annual open enrollment; assisting employees as a liaison with benefit providers; reporting; approving invoices for payment; communicating benefits information to employees; communicating with benefit brokers.
- Monitor employee benefits eligibility, enrollment, communication and terminations to ensure accurate record keeping and proper deductions.

- Partner with Supervisors to manage and effectively administer and track leave programs including FMLA, short-term disability, workers' compensation, personal leave, etc.
- Processes monthly billings from insurance providers. Review billings for accuracy, codes and payment. Resolve discrepancies with carriers and payroll. Complete reports for management as requested.

**Position**

This is a full-time position. Days and hours of work are Monday through Friday from 8:00 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand. Little to no travel is expected for this position.

**Requirements**

High School Diploma

Bachelor's Degree, preferably in Business, Human Resources or related field or equivalent combination of education and applicable experience.

Minimum of 5 years of experience in Human Resources (and/or equivalent education and experience).

Some foreign language is a plus (Spanish preferred).

TCF performs background, credit and drug testing, should a job offer be made.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Proficiencies**

- Experience working with MS Office and related programs
- Strong technical capacity working in HR systems (Execupay web portal/Attendance on Demand) and related electronic tools, as required (including but not limited to email, internet, database management)
- Ability to use general office equipment – Fax, scanner, copier, multi-line phone system

**Personal Characteristics**

- Good attitude, person of strong character and integrity
- Excellent communication (written and verbal), organization and negotiation skills
- Adherence to ethical and confidentiality demands
- Strong attention to detail, takes pride in work
- Ability to establish priorities, work independently, and proceed with objectives without direct supervision while still being a positive member of a larger team
- Willingness to learn in both formal and informal settings
- Openness to creative solutions and ideas

- Able to establish and maintain positive working relationships with colleagues both internally and externally

**Deadline**

**Cover letter and resume are due 5pm on June 30, 2017**

Please email or mail:

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*Tulsa Community Foundation (TCF) is a tax-exempt, nonprofit public charity organized in 1998 to receive, administer and distribute gifts from individuals and organizations for the benefit and improvement of Tulsa and eastern Oklahoma. We are always looking for talented professionals to join our team! TCF offers competitive salaries, an excellent benefits package (healthcare, dental 401k) and a challenging and rewarding working environment. TCF seeks to be the recognized community-owned organization that initiates, teaches and encourages personal and corporate charitable giving today to ensure that the philanthropic needs of Oklahomans can be met for all generations.*

*TCF is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.*