



## Audubon Canyon Ranch

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<b>Job Title: Compliance and Compensation Manager</b>		<b>Date: August 1, 2023</b>	
<p><b>Job Description</b></p> <p>The Compliance and Compensation Manager manages Human Resources (HR) for the organization by developing and maintaining HR policies and procedures, managing payroll and benefits, managing internal and external HR communications, ensuring Diversity, Equity, Inclusion, and Justice initiatives are integrated throughout HR, and creating and improving systems.</p>			
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures: Develops, streamlines, and communicates organizational HR policies and procedures including occupational health and safety, ensuring compliance with federal, state, and county regulations, and in consultation with organizational leadership;</li> <li>• Payroll &amp; Benefits: Manages payroll and benefits for up to 55 employees;</li> <li>• Diversity, Equity, Inclusion, and Justice (DEIJ): Works within the organization to ensure current and emerging DEIJ goals and initiatives are reflected in all aspects of HR;</li> <li>• Systems Improvement &amp; Organization: Ensures all files and records are complete, well organized, and secure; analyzes and streamlines tasks, projects, procedures, and systems to improve efficiency and quality; records and captures systems and procedures;</li> <li>• Internal Communications: Manages employees' HR questions, accident reports, and workers compensation; maintains a positive working environment according to organizational values; consults regularly and works in close collaboration with Chief Operating Officer;</li> <li>• External Communications: Manages job inquiries, searches, and hiring; supports employee onboarding and offboarding;</li> <li>• Supports the implementation of risk management program;</li> <li>• Supports and assists record keeping for volunteer managers;</li> <li>• Actively participates in organizational initiatives, trainings, and meetings;</li> <li>• Other duties as assigned.</li> </ul>			
<b>Job Location:</b>	Combination of telecommuting and in person in Glen Ellen, CA (preferred) OR fully remote	<b>Supervisor:</b>	Chief Operating Officer
<b>Degree/Years of Experience:</b>	Minimum of 3 years California HR experience	<b>Other Requirements:</b>	If in California, current California driver's license
<b>Employment Status:</b>	Regular, full time, hourly, non-exempt		

### **Required Skills and Qualifications**

- Ability to demonstrate thorough working knowledge of and experience with California human resources compliance;
- Demonstrated experience managing and processing payroll and benefits for 30 or more employees;
- Professional and highly organized with keen attention to detail and strong problem-solving skills;
- Ownership of job responsibilities with personal pride and accountability;
- Functional understanding of and commitment to equity, diversity, inclusion, and justice and specific applications in human resources;
- High level of emotional intelligence: Ability to remain calm and productive when working under deadlines; highly accountable, reliable, tactful, and diplomatic; ability to maintain confidentiality;
- Ability to shift easily between working independently and collaboratively;
- Comfortable using PC computers and proficiency with SharePoint, OneDrive, MS Word, Excel, Outlook, Adobe Acrobat Pro, Teams, Zoom;
- English proficiency: Excellent written and verbal communication skills.

### *Desired, Not Required*

- Society for Human Resources Management Certified Professional (SHRM-CP) Certification;
- Spanish language proficiency, written and oral;
- Bachelor's degree in human resources, business, or related field;
- Experience working with organizations that have multiple locations and/or departments;
- Familiarity with payroll processing through Innovative Business Solutions (IBS) platform;
- Experience in nonprofit sector;
- Familiarity with Blackbaud products including Raisers Edge and Financial Edge.

### **Essential Physical Requirements**

Ability to frequently and repetitively use hands (keyboarding), vision, hearing, speech/language processes; use computer, telephone, scanner, photocopier, and other standard office equipment.