



## Human Resources Coordinator

Full-time 40 hrs/week

San Diego (Hybrid: Remote/In-Office)

[www.accessity.org/accessity-careers](http://www.accessity.org/accessity-careers)

### About Accessity:

The mission of Accessity is to open doors of financial opportunity to those with historically less access to capital and business support: entrepreneurs of color, women, immigrant, and low-to moderate-income entrepreneurs, enabling them to build a prosperous business and livelihood for their families, while also strengthening our communities with job retention/creation. With headquarters in San Diego, Accessity is a certified Community Development Financial Institution that offers small business loans up to \$100,000 and access to a community of support to small business owners across Southern California (San Diego, Los Angeles, Orange, San Bernardino, Riverside and Imperial Counties). Please visit [www.accessity.org](http://www.accessity.org) for more information.

### Job Overview:

The Human Resource Coordinator position reports to the CEO and is responsible for aligning business objectives with employees and leadership across the organization. The position formulates partnerships within the HR function to deliver value-added service to employees. The HR Coordinator maintains an effective knowledge of the organization's strategy, its culture, and its industry. The HR Coordinator will facilitate the human resource processes for all departments including recruitment & retention, staff development and training, and documentation, while serving as a direct liaison for staff. This role also administers employee health, welfare and benefit plans and acts as liaison between employees, insurance providers and the accounting department to execute. This position resolves benefits-related problems and fosters positive employee relations. The Human Resource Coordinator ensures Accessity's HR policies are administered in accordance with federal and state regulations and that plan provisions are followed. This role provides administrative support for human resource functions as needed, including record-keeping, file maintenance and HRIS entry.

### Responsibilities:

- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization, ensuring legal compliance through the HR functions
- Bridge management and employee relations by addressing demands, grievances or other issues
- Assess training needs, monitor training programs and organizational values and DEI initiatives
- Consult with leadership or legal, providing HR guidance when appropriate

- Analyze HR trends, compensation and metrics in partnership with leadership to develop strategies
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
- Manage recruitment, onboarding and training schedules and process through Accessity's HR platform Zenefits
- Assist with processing of terminations working with leadership and accounting
- Oversee and manage a performance appraisal system that drives high performance
- Maintain accurate and up-to-date human resource posters, files, records, and documentation, as well as update the employee manual
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, time & attendance etc.
- Maintain the integrity and confidentiality of human resource files and records and conduct periodic audits of HR files
- May assist with payroll functions acting as liaison to employees with accounting department
- Administer health, welfare and benefit plans, including enrollments, changes and terminations and acts as liaison between staff and external providers. Processes required documents working alongside the accounting department through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Complete Forms I-9, verifies I-9 documentation and maintains I-9 files
- Review and coordinates Accessity's online suggestion and incident reporting system
- Coordinate the planning and execution of special events such as benefits enrollment, organization-wide staff training and team development, board meetings, employee recognition events, holiday parties, and retirement celebrations
- Partners with CEO and other leadership team members on other projects

#### **Qualifications:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite and related HR software/platforms.

#### **Education and Experience:**

- Bachelor's degree in human resources or related field and/or equivalent experience.

- Minimum PHR certification required.
- Minimum of 4 years of experience resolving complex employee relations issues.
- Working knowledge of multiple human resource disciplines, including compensation practices, employee, diversity, performance management, and applicable federal and state employment laws.

### **Benefits/Pay:**

We offer a warm, inviting work environment with a culture that values diversity and inclusion, innovation, integrity, accountability, and mindfulness, and offers a competitive pay and benefits package. Our team is driven by our mission to create social and economic justice for all.

- Medical/Dental/Vision/Chiropractic/Acupuncture Packages
- Employee Assistance Program and Hotline
- Aflac supplemental insurance
- 403 B retirement plan and company match
- 12 paid holidays
- Paid time off (PTO/Vacation)/Sick package
- 1 Birthday & 1 volunteer paid day off
- Term life/disability insurance
- Company-paid training and professional development
- Cell/Internet Stipend

The salary range for this HR Coordinator position is between \$80,000-\$90,000.

### **Work Environment:**

This position is full-time and San Diego based. Currently Accessity staff is working hybrid both in office and remote. The ability to work in-office is an essential function of the position.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. Fine motor actions of hands, wrists and fingers are required along with the ability to withstand repetitive hand, wrist and finger movement. The ability to use hands to manipulate finger, handle or feel is required. The employee must be able to reach with hands and arms; and to talk, see and hear. The employee may be required to stoop or crouch. The employee

must be able lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**To Apply:**

Please email your cover letter and resume to [eschott@accessity.org](mailto:eschott@accessity.org). Due to the high number of applicants for this position, we will only be able to personally contact those we would like to interview.

Accessity is an equal opportunity employer.