

# Wonderland Child and Family Services

## Human Resources Specialist

The Human Resources Specialist is a new position responsible for the day-to-day execution of HR needs for a 40-person and growing human services non-profit. This is a **.5 FTE** position that reports to the Business Manager.

### Responsibilities include:

- Job descriptions, posts, interview participation, and offer letters
- New hire paperwork, background checks, and other on-boarding processes
- Maintain confidential HR files
- Bi-monthly payroll and quarterly payroll reports
- 401k payments
- Annual W2s and 1099s
- Administer employee benefits, including eligibility tracking, enrollments, and billing
- Assist business manager with the analysis of benefit plans including health insurance and 401k plan, and facilitate benefit communication and the open enrollment process
- Conflict resolution as needed
- Annual review and revision as needed of Employee Handbook, Policies and Procedures Manual, and annually renewed employment documents
- Chair of Safety Committee
- Assist to ensure that safety, workers compensation, unemployment claims and other risk management programs and procedures are fulfilled in an effective, legally compliant, and timely manner

### Required Qualifications:

- Minimum Associate's degree in related field
- 2-3 years' experience in HR processes, including payroll (we use ADP)
- PHR or SPHR certification preferred
- Advanced computer skills, including the Microsoft suite
- Confident, motivated self starter
- Customer service demeanor

Competitive pay rate \* Health & Dental Insurance \* PTO and generous paid holidays \* Flexible schedules \* 401(k) retirement plan. Benefits available to employees dependent on FTE. Wonderland is an Equal Opportunity Employer.

About Us: Wonderland was founded nearly 50 years ago by dedicated parents to help children with developmental disabilities. We serve approximately 250 children ages 0-12 with delays and disabilities and their families per month in north King and south Snohomish counties. Mission: Wonderland provides a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources. Office: 2402 NW 195<sup>th</sup> Place, Shoreline, WA 98177.

If interested, please email cover letter (required) and resume (required) to [cteno@wonderlandkids.org](mailto:cteno@wonderlandkids.org). No calls.