

Title: Human Resources Supervisor

Hours: 8:30am – 5:30pm

Location: Melville, New York

****Please send resume including desired salary to: wendy.warner@marcumsearch.com**

Marcum LLP is seeking an internal Human Resources Supervisor to join our growing and well-established national firm in our Melville office. This position requires a high-energy, experienced professional, with strong interpersonal skills, ability to work independently and with a team, along with a strong desire to take on new challenges and responsibilities.

This position reports to the Co-CHRO. Responsibilities to be performed independently.

Success Factors

- Strong interpersonal, communication (both oral and written), organizational, time management, project management, problem solving, analytical thinking and decision making skills
- Demonstrated strong leadership ability and experience
- Ability to improve methods or procedures affecting benefit programs or HCM functionality
- Ability to develop, plan, meet program or project objectives, pay close attention to detail, deal with multiple tasks, time and priority demands
- Ability to work effectively across organizational lines
- Successful demonstration of knowledge and understanding of employee benefit policies, procedures and regulations
- Advanced knowledge of Microsoft Office products and the proven ability to learn new software and systems
- Experience with other HR-related systems

Minimum Qualifications

- Bachelor's degree in Business or Human Resources and a minimum of 5 years of experience in the HR field.

Essential Functions

- Ensures that the development and execution of administrative policies governing employee benefits are in compliance with all local, state and federal regulations.
- Manages leave process for associates (FMLA, STD, state leaves).
- Ensure compliance on state and federal levels for Workers Compensation.
- Manage firm participation in compensation surveys.
- Conducts employee meetings and arranges for enrollment of employees in optional plans. Personally conducts or coordinates employee benefit seminars for personnel. Provides and/or updates Institute-wide communications in the areas of benefits and wellness, i.e. Intranet, internal memoranda, mailings, required benefit SPDs, etc.
- Oversees monthly and quarterly metrics reporting including comparison to internal and external benchmarks. Provides commentary on metrics that may require action on the part of the Human Resources Department and/or Senior Management.

- Ensures HRIS database integrity/accuracy through accurate data entry, oversight of the day-to-day entry audit function, and through the development of audit reports and processes for follow-through.
- Researches and resolves HRIS issues, conducts detailed analysis, runs ad hoc reports to validate data and provides data for internal and external requests.
- Supervisory/Management Responsibility

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