Research Triangle Foundation of North Carolina

Position Title: HR Generalist
Department: Human Resources
Reports to: VP Finance and Administration
Salary Range: Full time, based on experience
FLSA Status: Exempt

Who we are

The Research Triangle Foundation (“Foundation”, “RTF”, “Research Triangle Park” or “RTP”), is a mission based not-for-profit which strives to serve the residents of North Carolina through economic development partnerships and initiatives. RTP is a 7,000 acre Science-Research Park located in the center of the Triangle region. Historically, the Foundation was built on a revenue model of land sales. Today, the Foundation is the master developer for a 100-acre site within RTP known as Hub RTP (“Hub”).

Within Hub are two active properties, Frontier RTP and Boxyard RTP, that sit on half of the land and have established brands around creating community through regional amenities. Frontier RTP is a ~500K SF corporate campus made up of five office buildings offering affordable space for entrepreneurs and small businesses centered around free public coworking and event programming. Boxyard RTP is a ~15K SF food, beverage and retail facility made from repurposed shipping containers. Featuring a community dog park, public art and a robust events calendar, Boxyard has quickly become a unique destination to gather friends, family and colleagues in RTP.

The second phase of Hub RTP, the remaining 46 acres, is currently under construction and is branded as RTP’s new “downtown”, featuring food and beverage, office towers, parking decks, a hotel and, for the first time, residential units.

Who we are looking for

RTF is seeking a Human Resources Generalist to join our team of 32+ to provide comprehensive support across various HR functions within the organization. This role encompasses responsibilities in payroll, recruitment, onboarding, policy administration, benefits administration, employee relations, culture development, and other related duties. This is an excellent opportunity for someone who is passionate about HR and wants to contribute to the success of our organization.

Highlights of this role

Human Resources

- Assist with the recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting initial candidate assessments.
• Coordinate new hire onboarding activities, including conducting orientation sessions and processing new hire paperwork
• Develop, manage, and participate in new employee orientation and training programs
• Maintain employee records
• Administer and monitor the processing of all benefits documentation to ensure compliance with policy, procedure, and regulatory requirements; provide input into the design, implementation, and/or modification of documentation, as appropriate
• Assist with benefits administration, including enrollment, changes, and inquiries
• Manage SpringHealth platform: manage usage, distribute monthly toolkit to staff, update monthly uploads
• Provide support to employees on HR-related inquiries.
• Assist with performance management processes by tracking performance evaluations and facilitating training sessions as needed.
• Assist with employee relations issues, including conducting investigations and resolving conflicts
• Suggest and help design new procedures and policies to continually improve efficiency of the HR department and organization, and to improve employee experience
• Lead organization’s culture committee and manage annual calendar including monthly staff meetings
• Assist in developing departmental measurements that support the accomplishment of the company’s strategic goals
• Participate in professional development activities and maintain professional affiliations
• Conduct exit interviews and prepare termination paperwork; communicate staffing changes to organization
• Assist in preparation of annual staffing plan and compensation budget (including reforecasts)
• Manage and update organization chart
• Perform other related duties and special projects as assigned

Payroll and Benefits

• Execute end-to-end payroll processes, including data entry, verification, and reconciliation
• Ensure timely and accurate processing of employee salaries, benefits, and deductions
• Address payroll-related inquiries and issues from employees promptly and professionally
• Ensures compliance with data privacy regulations and best practices
• Investigate and resolve discrepancies to ensure accuracy in payroll processing.
• Communicate payroll-related policies and procedures to employees
• Oversees and administers leave requests
Maintains reasonable communication with employees on leave to facilitate smooth and timely return to work, relays communication between employees and their managers during leave within reason

- Collaborate with Finance and other departments to ensure seamless flow of information
- Follow up with various department supervisors with questions on missing or incomplete timesheets
- Compile and input payroll data such as W-4’s, direct deposits, garnishments, additional pay, and other payroll related items such as benefit deductions etc
- Develop and document internal payroll processes and procedures
  - Create annual payroll calendar
- Perform calculations, prepare final checks and paperwork for terminated employees
- Manage and upload retirement plan contributions.
- Prepare monthly payroll journal entries and management fee and salary allocations
- Prepare quarterly vacation accrual and FSA reconciliation
- Prepare annual 5500 filing and compliance test
- Participate in annual 401K plan review and facilitate annual staff meeting
- Provide HR/Payroll related documentation as requested during annual audit
- Perform other duties as assigned

**Qualifications**

- Bachelor’s degree in human resources management or related discipline required.
- 3 to 5 years of progressive & professional experience in a Human Resources department in a role with similar responsibilities.
- High level of written and verbal skills, detail oriented; accuracy is essential.
- Ability to work well in a high-paced environment, set and meet appropriate deadlines
- Ability to interact with multiple layers of the organization and ability to handle a high degree of confidentiality and sensitive information
- A compassionate and level-headed person with the ability to focus on the task at hand while supporting the big picture goals of the organization
- Strong interpersonal communication and leadership skills with a keen attention to detail.
- Proficiency in Microsoft Office applications.
- Professional presentation, appearance, and work ethic.

**What you need to know**

**Physical Demands**

- Ability to communicate orally with customers, vendors, management and other co-workers; regular use of the telephone and e-mail for communication is essential
• Sitting for extended periods is common; hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents
• Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines.

Working Environment

You will be joining the team in our brand-new office space on the Hub RTP campus. The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor.

Please email resumes to humanresources@rtp.org