

Job Title: HR Administrator and Office Manager

Location: Keystone Symposia, Silverthorne, CO

Reports to: CFO

Salary Range: \$70,000 – \$75,000

FLSA Status: Exempt

Benefits: Attractive medical, dental, vision, and 401(k) offerings following applicable waiting periods.

Position Overview

This full-time, year-round position (40 hours per week) oversees employment, compensation, benefits, training, and employee services while also performing office administrative duties.

Essential Job Responsibilities

The following key responsibilities and duties are included, though additional tasks may be assigned:

Human Resources & Employee Relations

- Work with PEO administrator regarding employee payroll, personnel management and compliance administration.
- Lead recruitment efforts for both exempt and nonexempt positions, including advertising, pre-screening, interviewing, and reference checks as needed.
- Conduct new employee orientations and oversee career development programs
- Assist and guide employees and managers in leave management, benefits administration, performance appraisals, and HR policies.
- Manage the performance management system, ensuring employee evaluations accurately reflect performance; provide coaching to managers and directors.
- Maintain accurate personnel records, tracking employee transactions such as hires, promotions, transfers, and terminations.
- Regularly review and update job descriptions.
- Manage employee separations, including exit interviews and related documentation.

Benefits & Compensation

- Collaborate with the **CFO** in preparing personnel cost budgets, including benefits and training expenses.

- Analyze and recommend competitive benefits packages (medical, dental, disability, life insurance, etc.), evaluating options with insurance and 401(k) brokers.
- Utilize existing employee compensation program to maintain competitive compensation structures.
- Manage the 401(k) retirement plan record keeper and Investment Advisor to maintain compliance with legal and regulatory standards and overseeing plan administration.

Payroll & Financial Administration

- Administer and maintain the company's timesheet system, including personnel updates and staff assistance.
- Submit bi-weekly payroll to PEO, ensuring accuracy and compliance.
- Monitor payroll payments while tracking expenditures against budget allocations.
- Reconcile 401K contributions on an annual basis and prepare the annual census report for the 401K record keeper.

Employee Engagement & Compliance

- Work closely with the **Board of Directors Personnel Committee**, providing updates and seeking input during semi-annual meetings.
- Enhance employee experience by researching and implementing new benefits and HR systems.
- Support employee recognition, satisfaction, and incentive programs.

Office Administration

- Serve as the main contact for office supplies.
- Coordinate office cleaning services.
- Serve as a liaison to the property management company to resolve issues with the lease space, HVAC system, parking etc.
- Reconcile cash bank accounts monthly.
- Pickup and distribute mail once a week.

Additional Responsibilities

- Perform any additional duties necessary for the operational success of Keystone Symposia.

Why Keystone Symposia?

- **Mission-Driven Impact:** Play a key role in supporting groundbreaking scientific research that has the potential to change lives.
- **Collaborative Culture:** Work alongside a passionate, innovative, and supportive team committed to advancing global scientific discovery.
- **Comprehensive Benefits:** Keystone Symposia offers a competitive salary and benefits package, including health insurance, retirement plan options, and generous paid time off.

Application Instructions

If you are ready to make a significant impact at a leading nonprofit organization that's advancing science and fostering global collaboration, we encourage you to apply. Please submit your resume, a cover letter detailing your qualifications, and references to careers@keystonesymposia.org. We anticipate closing this job by March 31, 2025.

Education/Qualifications:

- Bachelor's degree preferred
- Minimum of three years relevant experience desired.

Required Skills:

- Proven skills in HR and Office Administration.
- Understanding of minimum wage requirements and basic FLSA laws required, as are basic accounting and math skills, ability to maintain confidentiality in all aspects of the job, and ability to manage multiple tasks with frequent interruptions.
- Proficiency in Microsoft Office, and Intermediate to Advanced Excel proficiency.
- Ability to exercise discretion and independent judgment in matters of significance, which often include formulating, affecting, or interpreting management policies.

Supervisory Responsibility: N/A

Work Environment: This job operates in an office environment five days a week (required). This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. This is largely a sedentary role. Some light lifting of boxes of paper, checks, up to 25 pounds is required on occasion.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.