



Job Description – Senior Associate, Human Resources

White Oak Partners is a growing multifamily real estate investment firm with over \$2.6B AUM. We look for performance-driven individuals with passion and focus who thrive in an environment of collaboration, open communication, and transparency. We are looking for a **Senior Associate, Human Resources** to join our growing team.

Your Role at White Oak:

This position will be responsible for running many of the daily functions of the Human Resource (HR) department under guidance from the HR Manager, including benefits, payroll, total rewards program, out of state workers compensation, and leave management. This position plays an important role in maintaining the integrity and oversight of White Oak Partner's employment-related policies and practices, while maintaining our company culture.

Essential Duties

- Administer employee insurance programs and savings plans including life, disability, medical, COBRA, 401k plan, and health savings account.
- Verify all insurance billing, maintain employee files, and ensure compliance with required benefit notices.
- Communicate benefit changes (due to Qualifying Life Events (QLE's), new enrollments, terminations, etc) to broker.
- Key role in annual Open Enrollment, including drafting communications, recommending benefit plan changes, communicating with broker, and managing set up, changes, and execution of online Open Enrollment in HRIS system.
- Conduct benefits orientation for new hires and act as main point-of-contact for benefit-related questions from employees, escalating complex matters to HR Manager.
- Leave Management: Maintain any medical-related leave documentation in Medical Records, as well as coordinating paperwork for disability claims and leaves of absence.
- Manage out of state workers comp policies and assist with annual audit.
- Process semi-monthly payroll and maintain payroll reports; verify PTO and nonexempt time for payroll processing; conduct quarterly payroll audits and year-end reconciliation.
- Maintain data integrity in the HRIS / HRMS system with high degree of accuracy and timeliness, including processing status changes (address, marital, title, compensation, etc.) within the appropriate semi-monthly pay period. This will also involve learning the system's capabilities in order to provide training to others.
- Manage total rewards tracking, statements, and distribution.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in HR, benefits, and compensation, making recommendation on polices, practices and systems.
- Perform HR related tasks such as invoice reconciliation and approvals, assisting with departmental budgets, form letters, and ad hoc reporting as needed.
- Partner with other members of HR team to provide additional support as needed.

Minimum requirements

- Bachelor's degree preferably in Human Resources Management, Business Administration, or related area.

Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.

- Minimum of 5 years of progressively responsible Human Resources experience within multiple HR disciplines required with an emphasis on payroll and benefits.
- Experience processing payroll is required. Previous experience using Paycor Perform preferred.
- Experience with K-1 partnerships and related knowledge preferred; Ability to gain thorough understanding of K-1 partnerships required.
- Prior experience administering 401k plan including 5500 filing, plan review, and meeting annual compliance requirements.
- Strong working knowledge of Federal and State labor, leave, accommodation and employment laws (HIPAA, FLSA, OSHA, ERISA, COBRA, USERRA, FMLA, etc.)
- Ability to acquire a thorough understanding of the organization's organizational structure, critical success factors, and related administrative practices.
- Sensitivity and discretion pertaining to confidential information.
- Strong attention to detail and follow through with proven ability to meet deadlines.
- Highly developed interpersonal skills. A strong aptitude for verbal and written communication toward all levels within the organization.
- Self-starter ability to exercise independent discretion and perform, at times, with minimal supervision.
- Ability to manage multiple priorities at the same time and anticipate future needs.
- Proficiency using MS Word, MS Excel, PowerPoint, and Adobe Acrobat; experience using an HRIS.

Why White Oak Partners:

- Located in the beautiful Hamilton Quarter area, we recently moved into a brand-new office building with state-of-the-art technology, terrace, and plenty opportunities for great food
- Comprehensive benefits including medical, dental, vision, health savings account with employer contribution, short and long term disability, 401(k) plan with company match, maternity leave and parental leave
- Company holidays, paid time off, paid volunteer hours, and employee organized opportunities to give back to your community
- Hybrid work model offers flexibility, work life balance, and optimizes opportunities for in person collaboration – Monday & Friday work from anywhere while Tuesday, Wednesday & Thursdays are core office days where teams can maximize collaboration, innovation, relationship building and social engagement in person
- Culture of continuous growth and development including access to a robust online learning platform, professional development opportunities and fee reimbursement, and tuition assistance