



Manager, Human Resources

Fully remote

U.S.-based

As the Manager, Human Resources you will be a resource to staff on HR-related policies, procedures, and programs, including benefits and payroll. You will assist the Finance department with accounts payable, including staff expense reports, and accounts receivable processing and reconciliation. This fully remote, U.S.-based position reports to the Managing Director, Human Resources.

Duties & Responsibilities

- Serve as a resource to UATP staff on HR-related policies, procedures, programs, benefits, and payroll.
- Prepare and process accurate and timely payroll.
- Ensure compliance with federal and state employment, benefit, and compensation laws and regulations.
- Develop, implement, and manage HR-related policies, procedures, and programs, including but not limited to, staff engagement, recognition, incentives, and training.
- Manage the benefits program to include enrollment, billing, and communicating information to staff.
- Compose and post job openings, communicate with candidates, and organize interviews.
- Maintain accurate records and systems related to employment, payroll, benefits, PTO, leaves of absence, and performance management.
- Process invoices on a daily basis and ensure payments are generated in a timely manner. Research and resolve payment inquiries as needed
- Review and process employee expense reports and ensure compliance with corporate travel policy.
- Respond to external requests from vendors, auditors, and government agencies including researching and providing data and documents.
- Provide ad hoc finance data and reporting to the Controller as needed.
- Attend and participate in mandatory virtual and in-person meetings.
- Develop and maintain positive, respectful, and productive relationships with individuals inside and outside UATP.

Qualifications

- Bachelor's degree or equivalent experience from which comparable knowledge and skills may be acquired.
- At least 5 years of experience in human resources.
- Knowledge of federal employment laws and ability to learn employment laws in the states and local jurisdictions in which employees work.
- Attentive to details and diligent.
- Able to manage multiple responsibilities and projects simultaneously using organization and time-management skills.
- Proficient in Microsoft Office applications.

- Able and willing to work in a home-based environment with minimal supervision.
- Fluent (written and verbal) in English.
- Eligible to work in the United States and provide proper documentation of eligibility.

This job posting is intended to describe the general nature and level of work to be performed by the individual assigned to this position; it is not to be construed as an exhaustive list of all responsibilities, duties, and skills required.

Staff may be required to perform duties outside of their normal responsibilities.

For consideration, please send your resume to Human.Resources@uatp.com.