

CANDIDATE PROFILE

Human Resources & Payroll Director

Spring Lake Golf Club
901 Warren Ave
Spring Lake, NJ 07762
www.springlakegolfclub.net



Organization:

Founded in 1898, Spring Lake Golf Club is a Private Golf Club located in the heart of Spring Lake Heights. Spring Lake is considered the "Crown Jewel" of the Jersey Shore. We are located just a stone's throw away from some of the best beaches on the East Coast. Our Club features an 18-Hole Championship Golf Course and high-volume professional dining and event spaces. The focus of our operation is providing our membership with the best Club experience and satisfaction while executing at the highest level of service.

Position Overview:

The Human Resources & Payroll Director is responsible for ensuring consistent, high-level delivery of human resource services to the Club by providing for the hands-on administration, payroll, direction of all human resources, and benefits for 170 peak-season employees (May through October) and 80 off-peak season employees.

Key Responsibilities for Human Resources:

- Assist in recruiting, hiring, and new hire employee orientation.
- Lead the employee relations committee and organizes employee events throughout the year including staff training such as First Aid, TIPS, and Anti-Harassment Classes.
- Approve HR-related monthly invoices for payment.
- Preparing annual Christmas fund and SLGC Scholarship letters to send out to the membership.
- Update the Employee Manual annually with any new policies and procedures. After approval from the General Manager and President of the Board, send out an updated version to all staff and upload to the Paylocity onboarding module.
- Work with the Management Team and General Manager on progressive employee coaching, discipline, and action plans as required.
- Organize the annual performance review process with each department head for all staff ensuring department heads have access to performance review forms and Employee Change Action Forms.
- Maintain all Personnel Files according to company policy and applicable laws.
- Enroll Employees in Benefit Programs for Medical and 401K and respond to employee inquiries for enrollment.
- Track and reconcile employee medical deductions to ensure they match selected coverage.
- Report and follow up on all Employee Workers Comp Claims and Disability Claims.
- Keep OSHA report log up to date on any injuries and post as required.
- Maintain all facets of COBRA administration through our 3rd party COBRA administrator.
- Manage all employee recognition programs including birthdays, anniversaries and other key milestones.
- Perform general administrative tasks as assigned by the Controller or General Manager.

Key Responsibilities for Payroll:

- Responsible for all aspects of bi-weekly payroll processing, including accurate transfer of hours worked, completion of payroll journal entry, and maintaining personnel files (both manual and electronic).
- Ensure that new hire paperwork is complete, correct, and properly authorized for both manual entry and electronic onboarding.
- Instruct minors on the procedure to obtain working papers to apply for an ABC permit.
- Assist employees (as needed) with manual onboarding in person.
- Ensure that all Employee Status Changes are properly processed including direct deposits, change of address, I9's, and W-4 status.
- Review and direct the Management Team on employee timecard corrections for all departments. This includes staff with multiple departments to include proper overtime calculations.
- Track all service charges from member dining, banquets, and golf-related activities on spreadsheets for the Bar, Beverage Cart, Halfway House, Locker Room, and Waitstaff.
- Manually input all service staff tips from spreadsheets onto the Payroll Register as well as meals, golf lessons, bonuses, training fees, and holiday pay (when appropriate) for all departments.
- Approve, process and maintain Paid Time Off used after every pay period for all full-time Employees for vacation and personal/sick days.
- Verify receipt of paychecks and ensure correct distribution.
- Record 3rd party sick pay into payroll on a quarterly basis.
- Handle all Employee inquiries about Payroll and Benefits including assisting employees with the Paylocity app for clocking in and out.

Preferred Qualifications:

- A bachelor's degree from a four-year university or college is highly desirable, preferably in Human Resource Management or related field.
- Five years of leadership experience in human resources, payroll, and benefits administration.
- Highly proficient with NorthStar Technologies and Paylocity (HR & Payroll).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to effectively communicate both verbally and in writing with a wide variety of internal team members.
- Prior human resources experience in high-end and high-volume restaurants, hotels, resorts, and/or country/golf clubs.
- Excellent track record delivering accurate and timely communications.
- Impeccable attention to detail and able to take constructive criticism.
- SHRM/PHR, CEBS/CBP, and/or CPP Certifications.

Competitive Compensation:

The salary is open and commensurate with qualifications and experience. The Club, along with the typical CMAA/PCMA Membership benefits, offers an excellent bonus and benefits package.

Instructions on How to Apply:

Professionals who meet or exceed the established criteria are encouraged to send their current resume and cover letter to Daniel Ingenbrandt, Controller at daniel@springlakegolfclub.net.