CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

HR Generalist

Certified Financial Planner Board of Standards ("CFP Board") – headquartered in Washington, D.C. – is the certifying body for financial planning professionals. It is a non-profit organization that fosters professional standards in personal financial planning through its setting and enforcement of the education, examination, experience, ethics, and other requirements for the CFP® certification.

CFP Board seeks a highly motivated HR Generalist to deliver daily support to staff and assist in the development and management of Human Resources programs and guidelines for recruitment, benefits and performance management. The ideal candidate will embrace open collaboration, possess intellectual curiosity and help the organization deliver results towards fulfilling our mission.

Essential Functions:

- Assists with the full cycle recruiting process for the purpose of maintaining a highly-qualified and competent staff to include updating job descriptions, posting positions, candidate screening, scheduling interviews, and coordinating all hiring activities
- Trains staff and new HRIS users on new processes/functionality
- Works with agencies to coordinate temporary assignments
- Performs reference and background checks on applicants
- Oversees new hire onboarding program, and ensures new hires receive appropriate resources, training, and engagement for optimal assimilation
- Assists with administration of benefit plans; processes enrollments, changes, and terminations through proper payroll deductions and provider systems while obtaining and maintaining required documentation
- Manages the FMLA, disability, and leave of absence process by communicating with employees on the company policy and process for applying for the leave
- Prepares and maintains effective LOA paperwork and logs by following required deadlines and communication to employees
- Manages annual open enrollment and wellness initiatives
- Coordinates professional development programs
- Manages HRIS and delivers support to end users, resolves issues with key partners
- Responsible for the maintenance and integrity of all employee data across all HR systems
- Works closely with payroll to ensure accuracy of benefits deductions
- Assists with the maintenance and ongoing development of the online performancemanagement system
- Maintains knowledge of current local, state and federal laws, and benefit plan documents
- Facilitates the exit process for terminating staff
- Assists with other human resources projects as needed

Background/Skills/Abilities Preferred:

- Bachelor's degree or the equivalent combination of education and experience
- A minimum of five years' experience as an HR Generalist or at least five years ofhuman resources specialist experience in talent acquisition or benefits
- Outstanding interpersonal, written and verbal communication skills
- Collaborative team-player able to thrive in a fast-paced, rapidly changing environment with the ability to organize multiple and varied assignments
- Knowledge of employment and leave laws (federal and state)
- Ability to consistently demonstrate high integrity, discretion, and confidentiality
- Proficiency in Microsoft Office applications; experience with ADP Workforce Now or similar HR system required
- Ability to build and maintain productive working relationships with employees at all levels
- Self-directed and detail oriented, with strong analytical, problem solving and creative thinking skills

To apply, send your resume and one-page letter summarizing your interest, qualifications and salary expectations. Please reference the HR Generalist position in your cover letter. Email your application to humanresources@cfpboard.org, Attention: Director, Human Resources, CFP Board, 1425 K Street NW, Suite 800, Washington, DC 20005.

CFP Board believes that diversity of experience and perspective are strengths and seeks to continue to grow a highly committed, skilled and collaborative staff.