

Human Resources Liaison
North Carolina A & T State University

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Posted Dec. 6, 2019, set to expire Apr. 6, 2020

Job Title	Human Resources Liaison
Department	Operations - Support Services
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Dec. 6, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description

The Human Resources Liaison serves as a communication link between departments in the Police Department and the Division of Human Resources, and plays an integral role in the coordination of human resource activities for all Police administrators and employees. This position serves as the primary timekeeper for the office. Applies various pay codes for regular, overtime, travel time, holiday, night and shift differential and leave categories. Ensures time keeping documents, pay codes and cost authorities are correct. Performs financial duties by processing invoices, deposits, and payments; providing assistance with the budget; coding invoices; preparing financial documents and billings; performing financial calculations; utilizing information extracted from financial databases; entering new customer and vendor information; and monitoring, accounts, and budgets.

This position is responsible for assisting in recruitment and hiring, position management, classification and compensation, providing assistance with disciplinary actions, evaluations, training, etc. In order to do so, the Human Resources Liaison will be required to work closely with the Division of Human Resources business partners team to ensure the duties and responsibilities of this position are being



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met. Provides excellent customer service support assisting employees with questions related to payroll and Human Resources matters.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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