



Firley, Moran, Freer & Eassa, CPA, P.C.

Human Resources Manager (Generalist)

Overview

FMF&E is currently seeking a **Human Resource Manager** to lead and manage the routine functions of the Human Resources (HR) department and provide onsite HR support to our Firm's 90+ team members.

Location: Syracuse, New York

Position: Full-Time

Responsibilities:

- Partner with leadership team to understand and execute the Firm's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, and retention.
- Provide ongoing support and guidance to leadership team, management, and all team members when specialized and/or HR related questions and issues arise.
- Maintain confidentiality at all times and develops trust with all team members.
- Perform routine tasks required to administer and execute human resource programs including but not limited to onboarding, compensation, benefits, and leave; disciplinary matters; performance and talent management; and training and development.
- Utilize HRIS system to maintain accurate employee data and documentation.
- Review, track, and document compliance with mandatory and non-mandatory training.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for professional roles; collaborates with leadership team to understand the skills and competencies required for openings.
- Manage career development program and initiatives that provide internal development opportunities for team members.
- Oversee team member disciplinary meetings and terminations.
- Maintain compliance with federal, state, and local employment laws/regulations, in addition to industry regulations and recommended best practices; review policies and practices to maintain compliance.
- Maintain knowledge of HR trends, best practices, regulatory changes, talent management, and employment law.
- Continually seek professional development opportunities to stay up to date on changes in the HR field and state/federal law to support continued growth.
- Perform other duties or special projects as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Ability to act with integrity, professionalism, and maintain confidentiality
- Excellent organizational skills and attention to detail
- Ability to work both independently and collaboratively
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate when appropriate
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite
- Proficiency with or the ability to learn the Firm's HRIS system

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required
- A minimum of five years of human resource management experience preferred, public accounting or service industry experience a plus
- PHR or SHRM-CP a plus

About FMF&E

Firley, Moran, Freer & Eassa, CPA, P.C. (FMF&E) is proud to be one of the leading certified public accounting firms in CNY. Over the past 40+ years, we have grown our Firm organically while always emphasizing the importance of working together to get the job done. We stay dedicated to what we do best, and it shows in our work. We are dedicated to our clients and community, and serve locally and nationwide providing audit, accounting, tax and management consulting services. Our clients include construction contractors, credit unions, energy (independent power producers), professional service organizations, manufacturers, and wholesalers and distributors. FMF&E is also a proud member of the RSM US Alliance allowing us to tap into national and international experts, quality education, technical resources and practice management resources, such as HR support groups and roundtable conferences with firms similar to FMF&E.

Our Benefits

We offer a competitive salary and comprehensive benefits package, which includes a generous paid time off program, paid holidays, 401(k) plan with firm contributions, employer parking benefit, and a variety of health and welfare plan options.

To Apply

If you are excited about this new opportunity and wish to learn more, please submit your cover letter and resume. All candidate inquiries will be kept **highly confidential**.

*For more information, visit our **FMF&E web site** at - www.fmfecpa.com*

Firley, Moran, Freer & Eassa is an equal opportunity employer.