

Human Resources Manager

Reports To: Human Resources Director

Job Type: Full-Time, Exempt

Founded in 1920, [Salesmanship Club of Dallas](#) unites its 600+ members to strengthen the mental health of children, families, and communities through its beneficiary, [Momentous Institute](#). Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

The Shared Services department plays a vital role in supporting the daily operations and strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. This department includes Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these essential functions, Shared Services ensures that all lines of business across the organization have the resources and infrastructure needed to operate effectively and deliver on Momentous Institute's mission. Through expert support and streamlined processes, the Shared Services team strengthens the foundation that allows our programs and services to thrive.

The Role: We are seeking a highly organized and detail-oriented **Human Resources Manager** with strong payroll processing experience and a proven background in HR compliance and reporting. The ideal candidate will play a critical role in managing payroll operations (**Paycor proficiency highly preferred**), overseeing federal and state compliance requirements, and maintaining accurate employee records within our HRIS system.

This position collaborates closely with the HR Director, the accounting team, and the HR Business Administrator to support organizational goals and ensure the integrity of HR, payroll, and benefit functions across multiple sites that align with the organization's mission and values.

Key Responsibilities:

Payroll & HRIS Management:

- Administer semi-monthly payroll processes with a high level of accuracy; experience using **Paycor** is **highly preferred**.
- Maintain and update employee data in the HRIS to ensure records are current and compliant with legal standards.
- Partner with the accounting team to ensure accurate payroll reporting and reconciliation.
- Support year-end payroll tasks, including W-2 processing and compliance with federal and state requirements.

Compliance & Reporting:

- Oversee HR-related reporting requirements, including OSHA, Worker's Comp, Retirement Plan End of Year Reporting, EEO-1, and multi-site location reporting.
- Serve as the primary point of contact for annual Form 5500 audit preparation and data gathering.
- Ensure compliance with federal, state, and local payroll regulations, including FLSA, tax laws, and wage and hour rules.
- Assist with internal and external audits related to HR, payroll, and benefits.

Collaboration & Support:

- Collaborate with the **HR Business Administrator** to ensure that benefit reporting and administration are accurately reflected and maintained within the HRIS system.
- Work in partnership with the **accounting team** on payroll, retirement plan reporting, and budget planning related to staffing costs.
- Assist the HR Director in implementing policies and procedures that support a compliant but positive and inclusive workplace.
- Serve as a liaison for responding to employee inquiries regarding payroll, timekeeping, and benefits in a timely and professional manner.
- Support additional HR functions as needed including benefits administration, filing, onboarding/offboarding, and employee relations.

Qualifications:

- **Bachelor's degree** in Human Resources, Business Administration, or related field preferred.
- **5+ years of HR experience**, with at least **3 years of payroll administration**.
- Proficiency with **Paycor** or a similar payroll system is strongly preferred.
- Solid knowledge of **federal and state payroll laws** and employment regulations.
- Experience with **5500 reporting, year-end data processing, and compliance audits**.
- Excellent attention to detail, time management, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills and ability to communicate effectively with cross-functional teams.

Preferred Skills:

- SHRM-CP, PHR certification or CPP (Certified Payroll Professional)
- Experience supporting HR operations for multi-location or multi-company employers
- Familiarity with benefit plan administration and retirement plan compliance

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send a letter of interest and resume to:

Human Resources Department

Employment@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.