



HR Manager

Are you a human resources professional, looking for a firm that appreciates your business insight, drive and desire to add value? Then we may have the position for you.

PLEASE APPLY ONLINE: www.brixeyandmeyer.com/careers

Brixey & Meyer is a regional accounting and consulting firm whose mission is to have a positive impact on the people of our firm and the clients we serve. As a seven-time winner of the Dayton Business Journal's "Best Places to Work" award, we understand that culture matters. Our top priority is to provide an environment for our team that fosters professional growth and success.

We have offices in Cincinnati, Columbus and Dayton. Founded in 2002, our firm has quickly established itself as the region's first choice for accounting, tax and business advisory services.

We are looking for a talented and motivated Human Resources Manager to lead all efforts surrounding human capital. This is an internal position.

REQUIREMENTS

- Bachelor's degree
- Minimum eight years of related experience
- Excellent interpersonal, oral and written communication skills.
- Excellent attention to detail and accuracy.
- Process oriented with strong organizational skills and the ability to handle multiple responsibilities and meet deadlines.
- Proven ability to work individually and collaboratively within a team setting.
- Advanced computer literacy, including proficient use of all Microsoft Office systems required.
- The desire to have fun with your work and to contribute to our unique company culture.

DUTIES & RESPONSIBILITIES

- Document of job descriptions
- Career path planning
- Strategic recruiting

- Managing internal human capital challenges/issues
- Compensation planning and market research
- New hire orientation
- Enhancement of performance review process and feedback
- Recognition program
- Consulting with clients and potential growth of consulting practice
- Oversee administrative group
- Report to Managing Director
- Create an upward feedback program
- Manage Office Vibe
- Travel to multiple offices
- Create Mentor program
- Provide Blog content for internal and external distribution
- Active in HR related societies
- Oversee/Create committees such as Diversity Committee
- Document all of the key process around human capital
- Compliance:
 - Workers Comp
 - Insurance brokers
 - Pension
 - Employment Letters
 - Independent Contractor Agreements
 - Other miscellaneous

WHY BRIXEY & MEYER

We offer competitive pay and employee benefits that include medical, dental, life insurance, a 401(k) plan with employer match and continued education programs. All benefits are designed to promote employee health and well-being while assisting our people to achieve their desired work-life balance.

OTHER:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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