



Rapid City Club for Boys Human Resources Manager

Human Resources & Board Support Responsibilities:

- Maintain employee files to standard.
- Administer all new hire and termination documents and interviews.
- Initiate background checks.
- Maintain SD DOL (Department of Labor) compliance standards.
- Upload payroll for third party processing.
- Verify 941 eftps payments utilizing third party processing.
- Verify Vestwell eftps payments utilizing third party processing.
- Administer any mandatory reporting required by US Dept of Labor.
- Handle CES (Current Employment Statistics) Reporting (monthly), Census Bureau, & Occupancy Safety.
- Administer worker compensation claims, maintain documentation.
- Board of Director Support - Attend meetings, take minutes, administer all documentation, rosters, agendas, and any other board information.
- Learn agencies by law and provide guidance as needed.
- Administer Annual Secretary of State Reporting.
- Provide administrative support as needed.
- Administer employee benefits (health insurance/401k and maintain records.
- Administer non-club benefits (Combined Insurance, Aflac, Delta Dental)
- Administer Workers Compensation Annual Reporting
- Serve on Club Administration team and Safety committee.
- Update & maintain Employee Handbook.
- Other HR duties as assigned.

Financial Management:

- Primary Liaison with CPA firms & audit process.
- Perform accounts payable and daily deposit functions.
- Assist with preparation of financial statements and reports as needed.
- Analyze financial information to identify discrepancies in a timely fashion.
- Maintain confidentiality of all financial data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with GAAP and FASB standards with third party guidance.
- Compile and prepare routine reports and summaries for all staff.
- Gather and maintain support documents for all financial transactions.
- Provide budget development, support and tracking.
- Other financial duties are assigned for fundraising projects.



Qualifications for Human Resources Manager:

- Bachelor in related Human Resource field or comparable experience.
- Or, associate's degree in financial field or comparable experience.
- Three to five years of relevant, hands-on finance experience.
- Working knowledge of QuickBooks Online.
- Proficient in advanced knowledge of Microsoft Office Applications, including Excel.
- Excellent verbal and written communication skills.
- Strong attention to detail and accuracy.
- Ability to work independently on assigned duties.
- An ability to manage a variety of priorities while meeting deadlines.
- Ability to succeed in a team-oriented work environment.

Compensation:

- This is a full-time position (40 hours/week) Monday through Friday with specific work schedule to be negotiated. A few weekends or evening support annually will be required.
- We offer health and vision insurance, 401k, vacation, paid time off, and paid holidays.
- The Club for Boys is a not-for-profit 501(c)3 and an EEOC (Equal Employment Opportunity Commission) employer.
- This is an exempt and salaried position.
- Salary range of \$52,000-\$65,000 depending on qualifications.

*Updated February 20, 2026