



Colorado Lending Source Job Announcement

Position Title: Human Resources Generalist

Position Status: Exempt

Salary Range: \$60,000 - \$70,000 depending on experience

Supervision Received: Reports directly to Chief Financial Officer

About Colorado Lending Source:

Celebrating 30 years of lending, Colorado Lending Source cares about small business, creating long-term alliances with our lending partners and borrowers, being a resource to empower entrepreneurs, and making Colorado the best state in the nation to start and grow a business. We partner with local lenders, government agencies, and other small business resources to make access to capital more attainable. As a mission-based lender and small business-financing expert, we are committed to fostering the economic growth of diverse small businesses within our communities. Since 1990, we've approved over 4,000 loans helping to create 30,000 jobs injecting over \$4.98 billion into the economy.

Job Summary:

The HR Generalist will work directly with the CFO to support the organization as it continues to evolve and embrace new growth opportunities. The HR Generalist will bring energy and consistency to development and management of personnel processes and will have a strong working knowledge of standard HR best practices including payroll, benefits, recruitment, retention, and compliance.

Position Responsibilities:

- Support team leads in **workforce planning** to anticipate future staffing needs.
- Support **recruitment** activities including advertising, candidate sourcing and screening, advising hiring managers, coordinating interviews, compiling employment offer documentation, and conducting background checks.
- Coordinate **new employee experience** including onboarding, I9 verifications, benefit enrollment and delivery of new team member training.

- Manage **benefits** administration including annual open enrollment. Organize and maintain employee records.
- Process bi-weekly **payroll**; review timesheets and benefits deductions to ensure accuracy
- Administer employee **leave programs** and policies to ensure legal and regulatory compliance.
- Support the development and implementation of programs that reflect the organization's commitment to workplace **diversity, equity and inclusion**, business ethics, and workplace harassment prevention.
- Contribute to the management and continuous improvement of employee **retention programs** including talent and career development, compensation, and feedback and annual performance reviews.
- Contribute to activities that nurture and strengthen the organization's **culture**.
- Support **employee relations** activities including conducting discriminations / harassment or misconduct investigations, creating performance plans, terminating employment, and conducting exit interviews.
- Other duties as may be assigned.

Essential Qualifications:

- Education: Bachelor's degree in Human Resources or a related field
- Experience: At least 4 years of Human Resources experience (or a closely related field)
- Key Competencies: Strong analytical skills and logical thought processes, with the ability to identify and resolve complex and sensitive HR issues. Must be able to maintain strict confidentiality. Foundational knowledge and awareness of wage, benefits, and employment laws and regulations. Attention to detail and a willingness to learn. Must value a collaborative and supportive work environment.

Work Environment:

- Primary Location: Colorado Lending Source headquarters in Denver, CO
- Work Hours: Full time, 8am to 5pm, Monday to Friday (reduced hours of 32hrs/week available on negotiation).

How to Apply:

Interested applicants are invited to submit a resume and cover letter by email to:

Resume@coloradolendingsource.org

Or by mail to:

Colorado Lending Source

ATTN: Resume

1441 18th Street, Suite 100

Denver, CO 80202