

# GUIDE to Outsourcing HR SERVICES

Outsourcing your Human Resource tasks allows your firm to recruit and retain top talent, while allowing you to grow your business.

**Giving you back time to grow your business.**

## The Issue

*According to 45% of small business owners, they spend roughly 1 day a week or more on administrative human resources (HR) issues.\**

Let's solve for that.

## NexTier Solutions

NexTier Solutions provides consulting services that are catered specifically to our client's needs. Our unique collaborative approach provides employers with turnkey business solutions for accounting, compliance, and human resource management services together in one place.

\*Oasis Small Business Owners Study, February 2019

At NexTier, we provide personalized and professional guidance on the following human resource competencies:

### **Talent recruitment and hiring**

- › Candidate screening and interview processes
- › New employee orientation and onboarding
- › Background check processing
- › Financial services talent pipeline

### **Employment practices, policies, and compliance**

- › Employee manuals and employment policies
- › Diversity, equity, and inclusion
- › FLSA, ADA, EEOC, Federal and State employment law compliance
- › Reduction in force: Legal requirements and best practices

### **Compensation and benefits**

- › Payroll processing
- › Compensation program development and analysis
- › Employee benefit plan administration
- › Bonus initiative plans

### **Talent management and workforce development**

- › Development of employee policies
- › Employee engagement and leadership development
- › Design and implementation of performance evaluation programs
- › People strategy

## Our team: Experienced professionals, proven results



**Lance Baker CPA, CFA, Principal**

[LanceBaker@Nextier-Solutions.com](mailto:LanceBaker@Nextier-Solutions.com)

Lance specializes in providing companies strategic solutions to optimize business growth and profitability. Lance has over twenty years of experience in Finance, serving as CFO for multiple companies, and leading them successfully through acquisitions. Prior to founding NexTier, Lance was the CFO and a managing partner at Hatteras Funds. Lance earned his Bachelor of Science and Masters in Accounting from the University of North Carolina. He is a licensed Accounting professional and holds the Chartered Financial Analyst® designation.



**Candi Hughes, CPA, CAIA, CFP®, Principal**

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Candi specializes in blending accounting and operations to help provide meaningful reporting and optimize business efficiency. Candi has over twenty years of experience in Accounting and Financial Operations, serving as Controller and Director of Operations for multiple companies. Prior to founding NexTier, Candi was the Controller and a partner at Hatteras Funds. Candi earned her Bachelor of Science in Business Administration from the University of North Carolina and Masters in Accounting from Syracuse University. She is a licensed Accounting professional and holds the Chartered Alternative Investment Analyst and Certified Financial Planner™ designations.



**Andy Chica, Principal, Chief Compliance Officer**

[AndyChica@Nextier-Solutions.com](mailto:AndyChica@Nextier-Solutions.com)

Andy specializes in developing and implementing fully customized compliance solutions that allow investment advisory firms to focus on asset growth and mitigate risk. Andy has over twenty years of experience in Compliance, serving as CCO for RIA's, B/D's, registered funds, and multiple series trusts leading them successfully from the initial registration process through regulatory examinations and audits. Prior to joining NexTier, Andy was the CCO and a partner at Hatteras Funds. He has served as an outsourced CCO and Compliance Consultant while at Cipperman Compliance Services, Compliance Manager while at UMB Fund Services, and VP of Compliance while at US Bank Global Fund Services. Andy earned his Bachelor of Business Administration in Accounting from the University of Notre Dame and has held the following FINRA licenses: Series 24, 6, 63, 62, and 99.



**Christine Gevertz PHR, SHRM-CP, Human Resources Director**

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Chris provides Human Resource Management administration for C-Suite Executives and Management as well as HR support for all levels of an organization at both a strategic and tactical level. Chris has over 20 years of experience in HR leadership in both for-profit and non-profit organizations, serving most recently as a member of the Executive Management Team at Clean Design, Inc. as Director of People and as Director of HR at Hatteras Funds. She holds her Professional in Human Resources (PHR) certification from the Human Resource Certification Institute (HRCI) and her Society of Human Resource Management Certified Professional (SHRM-CP) certification.



**Melissa Harr, Assistant Controller**

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Melissa has a passion for helping businesses thrive through following best accounting practices and strategic financial modeling. In her role at NexTier she supports the corporate controller in all accounting-related activities, including managerial accounting, financial reporting, and finance activities. Prior to joining NexTier, Melissa had almost 20 years of customer service experience before returning to accounting. She earned her Bachelor of Science in business and law at Western Carolina University, and graduated magna cum laude.



**Joe Farley CIPM, Compliance Officer**

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Joe has more than twenty years experience in all aspects of investment advisory services specializing in risk reporting and data management. He understands how a compliance program integrates and elevates portfolio management to strengthen an advisory firm. Prior to joining NexTier, Joe worked as a Director of Data Management and Reporting for Hatteras Funds, and most recently as a Risk and Asset Allocation Analyst for the NC Department of State Treasurer. He has a Bachelor of Arts in History from Truman State University and has completed Meredith College's ABA approved paralegal certificate program. Joe holds the CIPM designation and has previously held FINRA Series 7 and 63 licenses.