

POSITION DESCRIPTION

Accounting and Human Resource Specialist

Position Title:	Accounting and Human Resource Specialist
Employment Classification:	Part-time (30 hours per week), Non-exempt
Reports to:	Executive Director
Department:	Management and Administration
Hourly Rate:	\$19.00 to \$22.00 per hour

JOB SUMMARY

The Accounting and Human Resource Specialist (AHRS) performs the general bookkeeping and human resource administrative functions for the Living Coast Discovery Center. The AHRS reports directly to the Executive Director and works closely with the contracted accountant and the human resource/payroll service provider.

DUTIES AND RESPONSIBILITIES

BOOKKEEPING (60%)

Responsible for handling the fundamental aspects of financial recordkeeping, including recording financial transactions, managing accounts payable and receivable, and reconciling bank statements utilizing Generally Accepted Accounting Principles (GAAP). The LCDC utilizes an outside CPA firm to prepare year-end tax returns and monitor the overall financial health of the company. The AHRS will prepare the records that are reviewed and used by the company's accountant and the independent auditor who performs the annual financial audit.

Principal Responsibilities

- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Calculate variances from the budget and report significant issues to management
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Purchase supplies and equipment as authorized by management
- Monitor office supply levels and reorder as necessary
- Tag and monitor fixed assets
- Pay supplier invoices in a timely manner
- Pay any debt as it comes due for payment
- Monitor debt levels and compliance with debt covenants
- Collect sales taxes from customers and remit them to the government
- Ensure that receivables are collected promptly
- Issue financial statements

- Prepares reports for the external accountant to create the company's financial statements
- Assemble information for external auditors for the annual audit
- Calculate and issue financial analysis of the financial statements
- Provide clerical and administrative support to management as requested

HUMAN RESOURCES AND PAYROLL (20%)

Assist with the administration of the day-to-day operations of human resource and payroll duties. Perform the responsibilities in part, of all of the following functional areas: payroll, departmental development, employee relations, training and development, benefits, compensation, organizational development, executive administration, and employment.

Principal Responsibilities

- Process payroll
- Conduct benefits enrollment for new employees
- Verify I-9 documentation
- Submit the online investigation requests and assists with new employee background checks
- Reconcile the benefits statements
- Perform payroll/benefit-related reconciliations to General Ledger and other accounts
- Conduct audits of various payroll, benefits or other HR programs
- Update HR spreadsheet with employee change requests and processes paperwork
- Assist with processing of terminations
- Assist with the preparation of the performance review forms
- Assist HR Director with various research projects and/or special projects
- Assist with recruitment and interview process
- Schedule meetings and interviews as requested by HR Manager
- File papers and documents into appropriate employee files
- Prepare new employee files
- Perform customer service functions by answering employee requests and questions
- Perform other duties as assigned

ADMINISTRATIVE SUPPORT (20%)

Provide highly responsible administrative support to the senior staff and management team. Develop and maintain specialized office procedures, files and systems as needed for the LCDC as a whole and the Executive Director specifically, and represent the LCDC through telephone and written communications.

QUALIFICATIONS

- Associate degree in accounting or business administration, or equivalent business experience
- Knowledge of bookkeeping and generally accepted accounting principles, nonprofit experience preferred
- Knowledge of basic human resources and payroll principles
- Working knowledge of the Quickbooks accounting software package
- Strong communication and interpersonal skills (verbal and written). Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization

- Strong organizational skills (experience/interest in developing systems and policies a plus)
- Strong attention to detail and ability to carry out assignments in a timely and thorough manner
- General computer knowledge and experience with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.)

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is an office job. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 20 lbs. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

The Living Coast Discovery Center is an Equal Opportunity Employer.

Please submit a cover letter and resume in electronic format to Ben Vallejos, Executive Director, directly at ben@thelivingcoast.org.