



Job Title: Human Resources and Accounting Coordinator
Department: Human Resources and Accounting
Reports To: CFO
Classification: Regular, Full Time Non-Exempt
Supervisory responsibility: No
Position Start Date: ASAP
Salary Range: Depending on Experience

Position Summary:

Responsible for providing human resource and accounting support for the Human Resources and Accounting Department. Maintains personnel and accounting document files. Prepare and review payroll, provide general HR support, assist with period close of the accounting records. Assists human resources and accounting personnel as requested.

Key Duties & Responsibilities:

Estimated % of Time

Activity

30%

Payroll: Collecting timecards; process company mileage; reviewing and entering payroll details into system of record; email paystubs; prepare payroll payments (check/ACH); assist in the preparation of payroll taxes; prepare 403(b) payments; respond to employee and third-party payroll related inquiries.

30%

Human Resources: Collect and maintain all paperwork related to onboarding, offboarding, leave, and general personnel requirements; process and monitor personnel related requirements and regulations (i.e. tax, county, city, etc.); liaison with benefit providers; update and maintain employee benefit details; distribute and monitor physical and digital training requirements and materials; maintain and enforce company policies; employee wage market analysis; employee performance review coordination.

30%

Accounting: Payroll related account reconciliations; overpayment investigation and resolution; monitor the budget related to payroll expenses; general period close assistance; prepare support and responses to audit requests.

10%

Other duties as assigned by supervisor.

Essential Qualifications:

To perform this job successfully, an individual must be able to perform each key duty satisfactorily:

- Knowledge of Quickbooks required.
- Education equivalent to Associate's Degree or higher in accounting, business administration, financial management, human resources or related fields.
- 3-5 of experience in general human resources or accounting a plus.
- Competency in a variety of Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.
- Strong writing and interpersonal skills, and a minimum typing speed of 40 words per minute.
- Strong grammar and written communications skills.
- Ability to manage multiple priorities with accurate results and timely completion.
- Working knowledge of Internet Explorer and ability to use the Internet to do light research and purchasing.
- Ability to solve problems with a minimum of supervision.

Compensation:

In addition to salary, CHFFA offers medical, dental, vision, disability, sick and vacation leave, and a 401k plan.

How to Apply:

Please send your cover letter and resume by email to Chase Brown, CFO, at cbrown@childrenshopeffa.org.

Children's Hope Foster Family Agency Inc. is an equal opportunity employer.