

## **Job Description Accounts Payable and Human Resource Specialist**

### **Be part of our mission.**

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

We are seeking an Accounts Payable/HR Specialist to join our fiscal team. The position reports to the Finance Director and will play an important role in maintaining YWCA's finances and coordinating human resources.

### **Position Summary**

The financial responsibilities of this position will include bookkeeping tasks, payroll functions and monitoring compliance with financial procedures. Benefit coordination, record keeping, compliance, insurance management and serving as a resource to employee human resource concerns are also key responsibilities of the position.

### **Relationships**

Accountable to the Finance Director and maintains contacts with executive director, directors, employees, outside consultants, grant managers, grant makers and vendors.

### **Responsibilities**

#### Finance

- Responsible for payroll, accounts payable, and accounts receivable
- Assist with preparation of general ledger in coordination with Finance Director
- Assist with preparation of monthly financial statements in coordination with Finance Director
- Coordinate weekly accounts payable and accounts receivable
- Assist in preparation for audits, including annual agency audit and both state and federal funder audits
- Assist in providing information of organization tax reports and annual tax paperwork
- Assist in preparation of annual and amended budgets
- Maintain monthly and quarterly financial records and monitoring compliance
- Assist with preparation of monthly financial statements for the management team and board of directors

#### Human Resources and Personnel Management

- Prepare insurance schedules and benefit coordination
- Prepare annual staff compensation and benefit reviews

- Manage staff benefits and serve as primary liaison with contracted benefit administrators (Retirement, Cobra Administration, and EAP)
- Assist in the review and updates of employee handbook, with assistance of Management Team and Board of Directors
- Review and update staff policies and procedure documents with Executive Director, Finance Director and Program Directors
- Assist in hiring process, reference checks, and criminal background checks
- Assist in new staff onboarding, including preparing welcome letters, first day orientation, payroll and benefit enrollments, and agency policy review
- Maintain personnel files and file personnel forms
- Assist with employee grievances or complaints in partnership with Management Team
- Maintain confidentiality as required by law and standard practice in all human resources and personnel matters

#### Other responsibilities

- Attend necessary staff and team meetings
- Meet with supervisor on a daily basis
- All other job responsibilities consistent with job description and designated by supervisor

#### **Qualifications:**

- Proficiency in non-profit or business administration and experience in office/administration management
- Demonstrated skills and mastery of non-profit accounting and experience with payroll, account payables, and benefit administration
- Proficiency in human resource management
- Experience with employment law and working with non-profits strongly preferred
- Knowledge and success in accounting and record keeping practices and personnel management

#### **Required Skills:**

- Strong computer skills including Quick Books and Microsoft Office, especially Excel
- Strong organizational skills
- Strong oral and written communication skills
- Ability to work well in a team and independently
- Dependable, responsible, and detail oriented

#### **Pay/Benefits:**

Fulltime, exempt position. Benefits including health, dental and paid time off. Salary commensurate with experience.

To be considered, interested applicants, should provide resume and cover letter by Friday, Oct. 19, 2018 to Melissa Martin, Director of Finance at [mmartin@ywcalafayette.org](mailto:mmartin@ywcalafayette.org).

A criminal conviction check and negative controlled substance test are required for employment in this position. The YWCA is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce.