



Job Announcement

Position Title: Human Resource & Accounting Specialist
Departments: Administration & Finance Department
Reports to: Human Resources Manager
Hours: Full-time, Non-Exempt, generally 8-5 Monday-Friday with one hour unpaid lunch
Compensation: Starting salary is \$15.30 - \$16.55/hour. 100% paid Medical and Dental, AD&D, short and long term disability insurance, holidays and paid leave
Primary Site: 12350 SE Powell Blvd, Portland, OR 97236

Want to help make a difference? For 30 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as coordinating staff diversity trainings and providing ongoing input into our equity planning.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan after one year of employment.

SUMMARY: The Human Resource & Accounting Specialist plays a critical role in supporting Human Solutions' human resources and bridging the agency's HR function with the Finance Department. The position is responsible for administrative tasks and the provision of excellent customer service for both HR and Finance.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential

- Ensure that employee employment files are up to date and complete. Maintain the storage and filing of personnel records required by law or local governing bodies.
- Ensure all personnel actions, payroll deductions and benefits have been recorded correctly within the HRIS/payroll system.
- Be main point of contact within agency for all Personnel Action Forms (PAFs), ensuring they're properly filed in personnel records.
- Enroll employees in medical, dental, long and short term disability, and life insurance.
- Answer and complete inquires for employment/income verifications.
- Maintain employee cell phones and asset agreements.
- Process data entry for new employees and updates to employee records.
- Schedule Finance Committee meetings and draft minutes.
- Prepare cash receipt log and enter deposits.
- Prepare journal entries as assigned.
- Scan and file accounting records and statements.

Secondary

- With other members of Finance Dept., assist with releasing former employees from 401(k) plan.
- Keep accounting office and supplies organized.
- Notify employees of eligibility and procedure to contribute to 401(k) plan.
- Update organizational chart per changes in personnel via PAF & New Hire Data Sheets.
- Purge and archive documents according to retention policy
- Provide clerical support to accounting department
- Record and update employee assigned assets in HR module
- Provide support to the Accounts Payable process
- Assist with reconciling donations with Development Department

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 2 years of relevant HR and bookkeeping or accounting experience preferred
- Preference given to candidates with Accounting Associate degree, HR certificate or equivalent education
- Good work ethic, punctuality, dependability and attention to detail are essential
- Ability to interact with other staff, volunteers, clients, vendors, and the general public in a professional manner
- Ability to plan, prioritize and coordinate multiple projects
- Ability to work independently as well as collaboratively
- Proficient in Microsoft Office Products and Windows operating environment
- Ability to write business correspondence which may include taking meeting minutes and drafting letters containing financial language
- Ability to maintain strict confidentiality and professional boundaries with all financial and personnel documents
- Ability to be culturally sensitive to diverse staff
- Knowledge of social and economic issues creating poverty
- Ability to read, write and speak English both in person and by telephone.

Additional Requirements: Candidate must pass background screening.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Oregon Driver's License and current automobile insurance

LANGUAGE SKILLS:

Must be able to read, write and speak English both in person and by telephone. Ability to read and interpret accounting regulations, contracts, insurance policies and other complex material. Able to produce written financial narratives for a variety of audiences.

REASONING ABILITY:

The ability to understand the effect of individual accounting entries and segregation of duties on internal controls. Must be able to prioritize and work under demands of short time lines. The individual must possess the ability to reason logically and methodically.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for long periods. He or she must be physically able to operate a telephone, fax machine, computer, ten-key, and copy machine. Some walking is required. Occasional lifting of up to forty pounds may be required.

TO APPLY

Please send resume with cover letter and contact information for three professional references to: Marisa Messina, HR Manager to mmessina@humansolutions.org. This position is open until filled. Please no phone calls.