Job Description: Accounting/HR Administrator

This position is responsible for accounting and human resource administrative functions required for financial management and compliance to all applicable laws. This position reports to the Executive Director.

Duties and Responsibilities

BASIC ACCOUNTING FUNCTIONS
Responsible for the accounting operations of the organization, including but not limited to, the production of financial reports, maintenance of a compliant system of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the organization’s reported financial results. This position will prepare and maintain records that are reviewed and used by an outside CPA firm to prepare tax returns and perform the annual financial audit.

Principal Responsibilities:
• Oversee processing of accounts payable and receivable and ensure prompt collection of receivables
• Prepare accounting reports related to payroll
• Oversee and maintain contracts with related vendors
• Maintain an orderly and accurate financial filing system
• Maintain an accurate chart of accounts
• Work with the executive director to prepare monthly and annual operating budgets
• Prepare accurate monthly financial statements
• Calculate variances from the budget and report significant issues to management
• Supervise the recording of cash receipts and bank deposits
• Performs monthly reconciliations of bank accounts
• Monitor cash flow
• Comply with local, state and federal government reporting requirements
• Purchase supplies and equipment as authorized by Executive Director
• Tag and monitor fixed assets and equipment
• Ensure all bills and invoices are paid within 30 days of receipt
• Attend monthly Finance Committee Meetings and complete assigned action items
• Prepare reports for the executive director and Finance Committee as requested
• Work with the auditor during the months of July, August and September to facilitate the completion of the annual audit
• Prepare bank transfers and work with broker to receive and sell donations of stock
• Maintain updated policies and ensure compliance to all policies
• Perform other related duties as assigned by management
HUMAN RESOURCES, PAYROLL AND ADMINISTRATION

Ensure compliance in day-to-day operations of human resource and payroll duties. Duties include but are not limited to the following areas: employment, payroll, employee relations, orientation and training, benefits, compensation, organizational development, and administration.

Principal Responsibilities:

- Process Payroll in an accurate and timely manner (using an outside payroll provider)
- Ensure accurate and timely compliance with all duties related to EDD, IRS, Workers Compensation, and the Department of Labor
- Ensure timely processing of all year-end documents including but not limited to W-2’s, 1099’s, etc.
- Maintain employee personnel files
- Manage group benefits enrollment and administration including health, dental and life insurance, 403B program, PTO, and COBRA administration and compliance
- Manage worker’s compensation administration, including accident reporting requirements and claims management
- Maintain and update Employee Handbook and Benefits Manual
- Serve as point of contact for all payroll/benefits inquiries and complaints, ensuring prompt, courteous and appropriate resolution
- Process background checks and all Department of Justice clearances, ensuring compliance with all local, state and federal laws, licenses and accreditations
- Reconcile monthly benefits statements
- Perform payroll/benefit related reconciliations to the General Ledger and other accounts
- Maintain all required insurance policies including but not limited to liability, vehicle, Workers’ Compensation, etc.
- Assist with recruitment, interviewing, hiring, orientation, and termination
- Create and maintain accurate job descriptions
- Work with brokers and vendors to solicit quotes, evaluate quotes, manage contracts and make appropriate recommendations to management
- Oversee facilities maintenance
- Perform other related duties as assigned by management

Qualifications

- Minimum of three years experience in HR
- Bachelors Degree in business or related field
- Experience in bookkeeping and knowledge of generally accepted accounting principles
- Knowledge of principles and techniques of technical record keeping
- Ability to research, analyze, and retrieve data necessary to complete duties
- Ability to perform mathematical computations accurately as well as the ability to identify and correct errors
• Proficiency in Quickbooks, Excel and other Microsoft Office Suite programs
• Familiarity with local, state and federal employment related laws
• Strong written and verbal communication and interpersonal skills
• Ability to work with a wide range of personalities and manage conflict in a professional, productive manner
• Knowledge and enforcement of employee rights, benefits and obligations
• Strong organizational skills and attention to detail
• Skilled at managing time and multiple priorities to carry out assignments in a timely and thorough manner
• Commitment to professional and ethical standards
• Ability to handle sensitive information and maintain confidentiality
• Ability to pass physical examination, TB test, fingerprint clearance and criminal background check

Physical Requirements
• Standing, sitting, typing, bending, and lifting up to 35 pounds.

Benefits of working for Blind Children’s Learning Center (for employees working 32+ hours per week)
• Medical, dental, and life insurance
• 403B Retirement Plan
• Generous paid time off (vacation, sick time and federal holidays)
• On-site childcare, preschool & Kindergarten programs offered at a significant discount for children 6 weeks through Kindergarten age.

How to Apply
Please send your resume, cover letter and at least two professional references to Carina Morris at carina.morris@blindkids.org

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

The mission of Blind Children’s Learning Center is to prepare children with visual impairments for a life of independence through early intervention, education, and family support. For over 50 years, our team of dedicated professionals has provided individualized services designed to help children reach their full potential. For more information, please visit www.blindkids.org. Blind Children’s Learning Center is an Equal Opportunity Employer.