

## Detailed Job Description

**Job Title:** Accounting/Human Resource Assistant  
**Reporting to:** Accounting Manager/Human Resource Manager  
**Department:** Accounting  
**Hours:** Full-time 40 hours per week  
**Performance Review period:** Annual  
**Revision Date:** 3-17-15

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### Purpose of the position

The accounting/human resource assistant performs assistance with recruiting new employees and clerical bookkeeping duties following established policies and procedures.

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### Responsibilities & duties

#### **Accounting:**

- Organize and validate invoices, requisitions and other documents for processing
- Prepare customer invoices, while enforcing and following proper policies and procedures.
- Apply cash receipts to customer's accounts.
- Reconcile checks, ACH and credit card payments.
- Process and maintain reoccurring billing information for ACH and credit card customers.
- Print accounts receivable statements by company and due date.
- Run accounts receivable reports including aging reports as requested.
- Process credit memos as needed.
- Prepare bank deposits.
- Review subsidiary journals and worksheets for errors, while enforcing day to day procedure integrity.
- Code transactions and obtain approval; enforcing the delegation of authority policies and procedures.
- Enter invoices into the accounting software and process timely check payments.
- Prepare timely 1099's
- Maintain proper files for audit.
- Other duties as assigned.

#### **Human Resources:**

- Post new positions, screen resumes and setup interviews with selected candidates.
- Conduct new employee background check and pre-employment drug screening.
- Create new hire folder binder.
- Add new employees onto ADP, HAP, Delta, UNUM and BASIC.
- Respond to employee questions, concerns and complaints.
- Filing confidential HR documentation.
- Process monthly health insurance, dental, vision and disability billing.
- Backup for payroll.
- Maintain and update employee database spreadsheet.
- Assist with open enrolment.
- Reset ADP passwords.

- Order name plates for new employees and ensure new employee work area looks presentable before start date.
- Assist managers with new employee paperwork.
- Backup for HR Manager.
- Other duties as assigned.

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## Qualifications

- Related classes in accounting, HR and/or business, and completion of at least one year of college, and prefer one year of accounting related work experience.
- Good math aptitude and numerical concepts.
- Good communication skills are essential for interaction with others within the department and customers.
- Detailed oriented.
- Reliable, dependable and self-motivated.

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## Performance Skills

- Computer proficiency and knowledge of appropriate software for word processing and spreadsheets.
- Ability to check and balance own work.

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## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.