

<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Margaret Creighton
<b>Job Title:</b>	HR Generalist/Bookkeeper
<b>Reports To:</b>	Director of Finance & Operations
<b>Prepared Date:</b>	11/2/2023

### **Summary:**

The HR Generalist/Bookkeeper is responsible for certain human resources functions, organizational record-keeping and day-to-day bookkeeping, as well as communications with the contract IT administrator and other vendors. The HR Generalist/Bookkeeper is someone of exemplary ethical character who, with the Leadership Team, helps set and maintain the agency's employee culture and plays a vital role in maintaining the positive environment and reputation of the agency.

### **Essential Duties and Responsibilities:**

#### **HUMAN RESOURCES RESPONSIBILITIES:**

- Process bi-weekly payroll (coordinate with managers/directors to ensure timecards are approved)
- Organize and maintain personnel records in compliance with applicable legal requirements
- Keeps employee files up to date by processing employee status changes, terminations, wage increases, performance reviews and new employee documents in a timely fashion
- Assist in writing job postings, employment ads and job descriptions
- Assist in the communication, interpretation, and upkeep of employee handbook and ensure all policies and procedures are in compliance with contractual obligations
- Process background checks, drug tests and employee eligibility verifications
- Administer and coordinate onboarding, new hire orientation
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Manage all workers compensation claims, employee garnishments, PTO, attendance and leaves of absence
- Maintain incident tracker and OSHA required forms
- Maintain and update employment law notices as required
- Ensures legal compliance of state and federal regulations and applicable employment laws, as required
- Track and monitor compliance with ongoing mandatory training requirements
- Maintain office supplies and materials as needed
- Assist and coordinate employee events and holiday activities as assigned
- Adhere to laws, rules, and regulations as well as data privacy regulations
- Staff liaison with external payroll companies
- Other duties as assigned

#### **BOOKKEEPING RESPONSIBILITIES:**

- Prepare and enter invoices in Quickbooks utilizing correct GL/Dept coding
- Prepare benefit invoice allocations
- Verify proper approvals and ensure timely payment to vendors
- Match credit card purchases to monthly statement ensuring all charges have a receipt
- Prepare and perform electronic deposits and cash deposits

- Ensure documentation related to invoices, vendor payments, and deposits is maintained according to established policies and procedures
- Assist in pulling documentation for annual financial audit
- Provide back-up for front desk duties when receptionist is unavailable.
- Other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Holds HR certification of SHRM-CP or SHRM-SCP
- Minimum 2 years of job-related experience in a human resources dept
- Experience with Paycom
- Experience with Quickbooks
- Knowledge of nonprofit operations
- Knowledge of general office procedures and processes
- Knowledge of office equipment and systems
- Knowledge of basic personal computer functions; comfort with hardware & software management
- Proven work experience as a Payroll Administrator, HR Administrative Assistant or relevant role
- Strong Computer Literacy (MS Office applications)
- Excellent Organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- High level of interpersonal skills to handle sensitive information and documentation while maintaining privacy/confidentiality
- Attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines
- Strong attention to detail when entering data in payroll and bookkeeping systems
- Ability to multitask, prioritize, and maintain a positive attitude in a fast-paced environment

#### **Personal Characteristics:**

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Sets priorities, develops a work schedule, monitors progress towards goals, and tracks details, data, information and activities. Thinks critically and analyzes situations.
- Ability to work with confidential and highly-sensitive matters
- Able to excel in a dynamic work setting with multiple projects and pressured deadlines.
- Able to establish and maintain effective internal and external working relationships.
- Ability to work as a member of a team
- Attention to detail
- Computer savvy; Excellent skills in word processing, database management, webpage posting and electronic communication software
- Excellent spoken and written communication skills
- Excellent ability to organize. Manage multiple tasks and prioritize tasks

#### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Gathers and analyzes information skillfully. Anticipates problems & prepares.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

- Initiative - Volunteers readily; Anticipates problems, opportunities and needs and commits to resolve them; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Technical Skills - Shares expertise with others.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

### **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**  
Holds college degree in related field. Holds HR certification of SHRM-CP or SHRM-SCP with a minimum of 2 years of job-related experience in a human resources department.
- **Language Ability:**  
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**  
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**  
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**  
To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from quiet to moderate, frequent disruptions may occur.

**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.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to move needed materials weighing up to 20 pounds.

Employee Name:\_\_\_\_\_

Employee Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Supervisor Name:\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_

Date:\_\_\_\_\_