



Job Description

Job Title: Bookkeeper/HR Coordinator
Job Status: Full-time Salaried

STATEMENT OF THE JOB

This full time position will encompass the duties of bookkeeping and HR coordination. The individual will function in an administrative capacity maintaining the general ledger and performing any related accounting functions. Will also be responsible for compiling all financial information, performing accounts receivable, accounts payable, and payroll functions, and monitoring compliance with financial procedures. In addition, this role will also incorporate HR benefit coordination, insurance management, and serve as a resource to all employees with Human Resource Concerns. Will assist with typical Human Resources function that aid in the growth and prosperity of the business. Acts as a reference for employment law concerns. Aids the administrative staff with the recruitment, interview, and development processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Bookkeeping Duties (65%)

- Preparation and posting of journal entries to the general ledger
- Preparation of general ledger trial balance
- Preparation of monthly financial statements
- Internal control auditing
- Maintenance of asset management system
- Preparation of tax reports
- Preparation of bi-weekly accounts payable and accounts receivable
- Assist director in preparing annual and amended budgets
- Manage contracts and Grant reporting

Human Resource Duties (35%)

- Preparation of biweekly payroll, including tracking of PTO
- Preparation of insurance schedules and benefit coordination
- Oversee the new hire process and is responsible for the documentation of that process
- Work with the Executive Director on reviewing and updating the Employee Handbook. Research and recommend improvements to the current personnel policies
- Track and maintain evaluation requirements and recommend action on Human Resource matters
- Assist with employee grievances when needed

- Conduct exit interviews with terminating employees, evaluate turnover and identify retention problems from the data
- Responsible for maintaining confidentiality as required by law and standard practice

EDUCATION AND EXPERIENCE

Requires professional-level skills normally acquired through completion of a regular four year college degree program in a specialized or technical field and two years related experience; or a minimum of five years equivalent life experience equal to a minimum of one year technical training and a minimum of four years specialized, directly related experience.

Experience in non-profit and fund accounting required

Experience with double entry accounting and business computer applications

Extensive understanding of Quickbooks and Microsoft Office, especially Excel, required

Strongly prefer experience in employment law, general background in human resources

KNOWLEDGE / SKILLS / ABILITIES:

- Strong organizational skills
- Strong communication skills
- Ability to work without direct supervision
- Warm, professional interpersonal skills
- Excellent human relations and oral/written communication skills
- Attention to detail
- Working knowledge of federal and state laws relating to personnel

Apply by April 8, 2015

Send resume to:

Mail:

Attention: Jacob Beach
3245 S. 8th Street
Kalamazoo, MI 49009

Fax:

Attention: Jacob Beach
269-381-0935

Email:

Attention: Jacob Beach
jbeach@gryphon.org