



MRC Industries Job Posting

POSTING DATE:	October 30, 2014
JOB TITLE:	Accounting and Human Resources Assistant (may be split into two positions: Accounting Assistant and Human Resources Assistant)
JOB ORDER:	052
HOURS:	One full-time, 40 hours/week position OR Two part-time, 20 hours/week positions
REPORTS TO:	Chief Financial Officer (Accounting Duties) Director, Human Resources & Community Relations (HR and Community Relations Duties)

If the job is split into two part-time positions, the Accounting Assistant will fulfill the Finance functions and duties and the Human Resources Assistant will fulfill the Human Resources and Community Relations functions and duties.

JOB FUNCTIONS: Provide accounting, financial and administrative support to the agency through accounts payable, accounts receivable, reporting and special projects. Process expense reports, monitor cell phones and prepare bank deposits. Provide administrative support to agency human resources and community relations functions including performance review tracking, employee benefits, safety, worker's compensation, HRIS, marketing, fund development, public relations and fund development functions of the agency.

DUTIES:

Finance Duties

- Process all accounts payable for agency weekly or as directed
- Process art stipend checks on a monthly basis
- Monitor and issue purchase orders
- Prepare various accounts receivable billings and post payments as received
- Update and follow up on aged receivables
- Reconcile various credit card statements including, but not limited to agency and gas credit card
- Issue cell phones and maintain individual cell phone plans for agency
- Prepare bank deposits
- Perform special assignments and analysis as directed by supervisor
- Maintain confidentiality of all personnel and agency data
- Assist with month-end close

Human Resources and Community Relations Duties

- Process all employee paperwork, changes on benefits portals including new hires, terminations, COBRA, pay increases, reconciliation of benefits bills. Conduct follow up meetings with employees.
- Track employee performance reviews and communicate monthly with managers and supervisors.
- Maintain all employee data on the Infinity HRIS system (other than training)
- Maintain safety manuals; track and follow up on outstanding items.
- Perform ad hoc reporting from the Infinity HRIS system and other tools as requested by the Director, Human Resources and Community Relations
- File staff and client workers compensation claims with insurance company in a timely manner. Complete required worker's compensation documents and reports as required.
- Review client and staff I-9 Forms to ensure completeness and maintain I-9 and state new hire documentation book. File e-verify.

- Develop promotional materials such as brochures, flyers and business cards, and perform content updates on the MRC Website, and other media as requested.
- Provide support to fundraising events such as the Kalamazoo Klassic. Includes designing brochures and postcards, maintaining content on the Kalamazoo Klassic website and updating communications and email lists on the Constant Contact e-mail marketing system.

KNOWLEDGE, SKILLS, and ABILITIES: (applicable to either the full-time or part-time positions)

- A minimum of 5 years' experience in an accounting, bookkeeping or human resources related position OR 3 years related experience and an Associate's Degree in business administration, finance, human resources or related field OR 1 year related experience and a Bachelor's Degree in business administration, finance, human resources or related field required.
- Ability to keep routine financial and human resources records and to prepare routine reports required
- Previous experience supporting marketing, public relations and/or fund development preferred
- Ability to communicate effectively; verbally and in writing required.
- Ability to work effectively in a team environment and create working relationships with employees and other departments.
- Organizational and multi-tasking skills sufficient to perform human resources, community relations, accounting and administrative duties and maintain related documentation.
- Excellent attention to detail and quality and accuracy in work required.
- Ability to maintain confidentiality of all employee and client information required.
- Analytical skills sufficient to note errors and exceptions and judgment to handle accordingly
- Proficiency in MS Excel, Word, Power Point and web-based systems and computerized accounting required.
- Basic knowledge of Adobe Creative Suite, Microsoft Publisher or other desktop publishing software preferred.
- Valid Michigan driver's license with good driving record required; availability of licensed, insured vehicle for use on the job.
- Criminal history, drug screen, driver's record and recipient rights screening required.

PHYSICAL REQUIREMENTS (applicable to either the full-time or part-time positions)

- Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
- Physical ability to work sitting for prolonged periods of time
- Physical ability to work in front of and view a computer terminal for prolonged periods of time
- May occasionally required lifting up to 25 pounds
- Must be able to work a regular full-time schedule (applicable to full-time position only)

WORKING CONDITIONS (applicable to either the full-time or part-time positions)

- Office environment with noise from computers, copiers, telephones and staff and client interactions

PAY RANGE: \$11.00 - \$16.50/hour

TO APPLY: Application can be completed on MRC's website at www.mrcindustries.org

Reference Job Order #052

DEADLINE: Friday, November 14, 2014, 5:00 P.M.