

Finance and Human Resource Assistant

- **Open, sort and distribute Business Office Mail on a daily basis.**
- **First point of contact for Business Office Phone Calls / 600 line.**
- **Ability to learn and proficiently work within the First State Financial (FSF) system.**
- **Code, obtain appropriate approvals and correctly enter Vouchers, IVs, P-Cards, Purchase Orders in FSF system after reviewed by Business Manager.**
- **Evaluate financial documents for correctness and completeness.**
- **Perform financial and accounting related activities in a timely manner.**
- **Conduct research on vendor inquiries and respond in a timely manner.**
- **Maintain accurate documentation for financial operations and transactions.**
- **Manage account payables and receivables activities.**
- **Run document reports as needed to reconcile and monitor items in workflow.**
- **Collect, track and deposit field trip and school activity funds according to school and State policies.**
- **Support Business Manager in annual financial audits and budget preparation.**
- **Audit HR and Finance paperwork for accuracy and compliance and properly file.**
- **Post approved jobs to job board.**
- **Schedule interviews and prepare interview paperwork, file documentation in accordance with State guidelines.**
- **Compile, audit and prepare payroll information for hourly staff.**
- **Compile and submit monthly Affordable Care Act Reports.**
- **Assure compliance with Cobra regulations.**
- **Help maintain personnel files as required by law and school policy.**
- **Track onboarding documentation for completion within the required hiring timeframe.**
- **Respond to Department of Labor Inquiries within required timeframe and file appropriately.**

Experience and Qualifications:

- Basic knowledge of Human Resource Policies and HIPPA Laws.
- Demonstrated success in accounts payable and receivable processes.
- Proficiency with Microsoft Office
- Experience with an enterprise resource program such as PeopleSoft or Oracle
- Ability to successfully multitask and work with constant interruptions in fast-paced environment
- Demonstrated good judgement and ability to handle confidential information.
- High level of integrity and ethical standards.
- Demonstrated ability to learn rapidly and not be afraid to ask questions when needed.
- Excellent Oral and Written communication skills.
- Excellent phone and customer service skills.
- Proficient data entry skills.
- Strong attention to details and excellent organizational skills
- Understand basic accounting principals
- Open to taking direction and feedback
- Team player while able to work independently with little direction
- Willing to go the extra mile, research and find information needed to complete a task
- Prioritize workload
- Capable of handling basic administrative functions on a daily basis; filing, copying, scanning, basic data entry, answer phones, take messages.
- Prior bookkeeping or accounting experience preferred.
- High School diploma required, some college preferred.