



## **JOB DESCRIPTION** **Administrator of Finance & Human Resources**

The Administrator of Finance & Human Resources is responsible for financial operations and human resources, in close collaboration with the Executive Director. Reports to the Executive Director. Specific responsibilities include:

### Financial Management & Oversight:

- Oversee financial tasks and management of Quickbooks accounting systems
- Run monthly payroll and expenses; issue and process payments on a weekly basis
- Manage online and paper filing systems
- Proper handling and maintaining of confidential information
- Manage cash flow
- Manage and monitor Accounts Payable and Accounts Receivable
- Generate monthly invoices for program participants
- Financial reporting and data analysis of fundraising events
- Produce annual employee W-2s and vendor 1099s
- Obtain and maintain vendor W9 and certificate of insurance as needed.
- Grant management including tracking of restricted funds
- Produce quarterly financial reports and projections for Executive Director and Board of Directors
- Prepare information needed for annual insurance renewals such as workers compensation audit
- Work closely with Executive Director to develop annual organizational budget; enter into Quickbooks for tracking
- Monitor investments and consult with Board Finance Committee as needed
- File all required paperwork to State and IRS including Annual Review, quarterly 941s
- Coordinate with external CPA in preparation of Annual Financial Review and filing of 990

### Human Resources Management:

- Onboarding of new hires including employment authorization, payroll, benefit enrollments and paperwork submissions to the state.
- Coordinate with external Benefits Manager, submit paperwork as needed
- Consult with Department of Labor to ensure compliance with state and federal employment law
- Maintain Employee Handbook, making updates and revisions as needed

### Office Support & General:

- Support Office Administrator with needs of seasonal projects and fundraising events such as our Annual Spring Walk Fundraiser and Annual Appeal mailing
- Provide support as needed with phone calls, greeting visitors and those needing assistance/referral
- Oversee Safety Committee responsibility to ensure proper facility safety protocols are being followed as well as attention to OSHA compliance
- Follow a detailed financial and HR workplan and tasklist to ensure timely reporting and required documentation