



Human Resources / Accounting Assistant

Overview

Assist with administration of day-to-day human resources and accounting operations.

Essential Duties & Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as needed.

- Exhibit exceptional phone and customer etiquette for incoming phone calls and on-site visitors
- Operate multi-line telephone system console to receive incoming calls and messages, route calls to destination and, if necessary, records name, time of call and nature of business
- Greet visitors and monitor sign-in sheets
- Open, sort, and distribute mail, messages, and incoming faxes. Process out-going mail.
- Order and maintain office and safety supplies.
- Assist with recruitment. Place employee recruiting ads in newspapers or on-line. Evaluate candidates by reviewing resumes and applications, conducting interviews with other team members, conducting reference checks, extending offers of employment, and arranging drug screening
- Conducts new employee orientation
- Help new employees completed required paperwork and process it for payroll and benefits administration
- Administer the payroll process in conjunction with outside payroll service to ensure accurate and timely bi-weekly payroll
- Administer the benefits programs including healthcare, health savings account, dental and vision, life insurance, long-term disability, 401(k), and Paid Time Off (PTO)
- Communicate benefit information to employees, enrolls employees, processes changes, and maintain employee benefit files
- Coordinate annual open enrollment process
- Process employee terminations
- Ensure compliance with government regulations and reporting requirements for benefits
- Assist with updating employee handbook, policies, procedures, and human resource forms
- Assists with worker's compensation and OSHA compliance programs
- Serve as the safety coordinator to address safety and health incidents, including obtaining the "first report of injury", reviews for thoroughness, and reporting incidents to company's worker's compensation insurance carrier
- Prepares annual OSHA summary postings
- Administer first aid or take employees to the hospital when required
- Maintains confidentiality of all Human Resource related records, including separate file systems for personnel records, benefit records, I-9 forms, payroll records, OSHA/workers compensation related records, and records related to complaint investigations and employee performance
- Maintain account payables system; verify invoice to purchase order and receiving documents; resolve discrepancies; input voucher payables; mail out checks
- Maintain account receivables system; invoice customers; compile and sort incoming checks; input cash receipts
- Assist with checking and saving account bank reconciliations and other accounting functions such as monthly and annual journal entries and reports

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 and/or Experience

Requires two years of college and two to three years related experience; or high school diploma and five to seven years of progressively responsible related experience. Requires the ability to maintain a high degree of confidentiality.

Language Skills

Able to read and interpret documents, including safety rules, employee policies and procedures, handbooks, and benefit information. Able to write routine reports and correspondence. Able to communicate effectively with employees at all levels of the company.

Mathematical Skills

Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to compute rate, ratio, and percent.

Reasoning Ability

Able to apply commonsense understanding to carry out instruction finished in written, oral, or diagram form. Able to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

Proficient in Microsoft Word, Excel, Power Point, and other Windows based software. Able to operate a variety of standard business machines including computer, calculator, telephone, fax, photocopier, postage meter, etc.

Protective Clothing/Equipment Required

When entering a safety sensitive situation or area, safety equipment and apparel is required and expected to meet applicable regulations and policies.

Physical Demands

The physical demands listed 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.

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is required to stand; walk; use hands to finger, handle or touch; reach above shoulders; climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 lbs.
- Steel toe safety shoes and hair restraints required when in the plant.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The position is office based and the noise level is usually quiet.