Job Title: Accounting and HR Assistant
FLSA Classification: Non-Exempt, Part-time
Salary Range: $20 - $24 per hour
Reports to: Finance and HR Director
Date: October 2022

JOB DESCRIPTION

Summary/Objective
The purpose of this role is to assist in accounting and human resources projects at the Vermont Studio Center (VSC). The Staff Accountant will be responsible for all aspects of accounts receivable, accounts payable, processing of our biweekly payroll, and supporting human resources administration. They are an integral part of the Finance team, performing daily accounting tasks and helping provide timely information to drive key decision-making. The individual must have excellent customer service and communication skills and adhere to time-sensitive deadlines.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Bookkeeping
- Ensure all accounts payable and credit card transactions have proper receipts, approvals, and accurate coding
- Perform activities related to the accounts receivable function including invoicing, deposits, and third-party payments, and records all credit card donations and payments received through PayPal
- Reviews resident receivables and support income monthly
- Prepares and makes bank deposits
- Maintains vendor files including W9s and certificates of insurance. Prepares and submits annual 1099’s and 1096
- Follow up on account statements and other discrepancies regarding payments.
- Support the Finance Director in the annual audit, reporting, and other projects on an as-needed basis.
- Maintains and archives accounting files
Human Resources

- Processes bi-weekly payroll and supports the administration of the 401k benefit plan
- Assist with new hire onboarding by maintaining and distributing new hire packets and setting up new hire HR files and payroll profiles in HRIS and orienting new employees to the payroll system.
- Completes bi-weekly payroll and post payroll in QuickBooks, manages benefit deductions, and makes accurate and timely payments
- Support the HR Director in the recruitment process by posting positions, communicating with applicants, and organizing incoming information for hiring managers.

Competencies

- Proficient with QuickBooks, Office 365, and databases
- Excellent customer service skills.
- Attention to detail and deadlines.

Supervisory Responsibilities (if any): None

Work environment

Work is normally performed in a climate-controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. The noise level is moderate and includes sounds of normal office equipment (computers, telephones, shredders, etc.).

Physical Demands

- Must be able to remain in a stationary position, and able to do administrative work in an office environment
- Operates computer, printer, photocopier, scanner, and other office equipment. Work requires extended computer use involving repetitive small muscle tasks.
- Occasionally required to lift and move heavy objects, such as boxes of files Requires ability to communicate in person or over the telephone.
- Requires the ability to read printed materials, computer screens, and other electronic devices.

Travel required:

- In-town trips to the bank

Required education and experience

- Associates Degree or equivalent experience
- Two years of relevant work experience
- Experience with QuickBooks and non-profit accounting
- Excellent time management and organizational skills
- Experience with Office 365, Microsoft Excel, HRIS, and CRM software
Preferred Education and experience

- 5+ years of administrative experience that included bookkeeping, payroll, and benefits in a nonprofit organization
- Experience working in an arts and culture organization
- Salesforce experience

Work authorization/security clearance requirements

- Must complete a background check

Other duties

Like all VSC Program and Operations staff, the Accounting and HR Assistant must be available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among VSC’s resident and staff populations.

All VSC staff are expected to pitch in and help support team members when needed. VSC residencies are a team effort, and we all work together to have things go with flying colors. We support each other in our daily operations by asking for help when it’s needed, offering help without being asked, sharing responsibilities, acknowledging the good work of others, and helping to create a culture we are all proud to be a part of.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.