



Urban Ventures Leadership Foundation Job Description

Job Title: Accounting & Human Resource Specialist
Job Status: Full time
Job Classification: Exempt
Department: Administration
Reports to: Finance Director
Effective Date: September 2016

Working Hours

Monday - Friday, 8:00 AM – 4:30 PM, with flexibility for a 40-hour work week

About Urban Ventures

Urban Ventures is a faith-based, non-profit with the mission of empowering individuals and strengthening families to transform urban communities. The organization serves primarily the neighborhoods in South Minneapolis, an area rich in culture and diversity.

Major Responsibility

Perform accounting processes related to accounts payable, accounts receivable, and cash receipts. Participate in the month-end financial close process and other duties or special projects as deemed necessary by the Finance Director. Also responsible for performing human resource activities including payroll, benefits administration, new hire processing, and other projects identified by the Director of Organizational Development.

Specific Responsibilities

Accounting:

- Manage the accounts payable function:
 - Maintain accurate vendor data including, contact information, form W-9, and terms in the accounts payable module of the general ledger system
 - Process vendor invoices on an ongoing basis, ensuring proper approval, expense coding and payment due date
 - Conduct semi-monthly check run to include identifying payments due, coordinating Finance Director's review and approval, preparing checks, and remitting to vendors for payment
 - Review bank statement for general operating account during the month and record automatic withdrawals
 - Manage credit card payment process and upload data into the general ledger
- Manage the accounts receivable function:
 - Maintain and monitor the schedule of monthly accounts receivable invoicing related to property rentals, space usage, contracted services, and grant reimbursements
 - Prepare accounts receivable invoices per the schedule to include supporting documentation as needed; coordinate review and approval, and record related journal entries
 - Monitor and follow-up on aging accounts receivable through ongoing communication with customers to ensure timely payment
- Other accounting functions:
 - Process cash receipts batches daily and review proper coding and for donor restrictions
 - Perform month-end reconciliation procedures for accounts receivable/payable and other month-end procedures
 - Perform monthly bookkeeping for other legal entities



- Assist Finance Director with other projects and financial analysis, as necessary

Human Resources:

- Payroll and Recordkeeping:
 - Communicate and coordinate payroll and benefits policies with employees and supervisors to ensure that pay and benefits are administered correctly
 - Coordinate and process biweekly payroll with payroll processor (ADP) and ensure that payroll data is entered and approved in a timely manner
 - Keep records in compliance with federal and state wage and hour law – personnel files, time cards, benefits enrollments, etc.
- Benefits Plan Administration:
 - Coordinate the annual benefits renewal process with brokers and help oversee benefits programs
 - Coordinate all communications on benefits with employees, including new employees and open enrollment
 - Process worker's compensation claims
- Other Human Resources functions:
 - Assist with the recruiting and hiring process for employees and volunteers including input on finalization of job descriptions, position postings, offer letters, and background checks
 - Onboard new employees, orienting them to Urban Ventures processes and benefits
 - Continually update the employee roster and organization chart
 - Ensure that employee files and the I-9 folder are complete
 - Assist with the internship program
 - Assist with all-staff meetings and trainings
 - Assist Director of Organization Development with other projects, as necessary

Qualifications

- Associate or Bachelor's Degree in business administration or similar, OR combination of education and experience to meet position responsibilities and requirements
- Minimum of 3 years accounting and human resources experience preferred
- High level of proficiency with MS Office including Outlook, Excel, Word, and PowerPoint
- Strong organizational skills and ability to work and meet deadlines
- Ability to multi-task with high attention to detail
- Excellent writing and proofreading skills with strong knowledge in grammar and usage
- Professional, warm and friendly demeanor with strong people skills and diplomacy
- Enjoy working in a service-oriented, collaborative team environment that is small and mission-driven
- Able to maintain highest level of confidentiality
- Experience in a nonprofit environment is a plus
- Physical abilities common to office work environment and computer work
- Ability to align with and articulate the mission and values of Urban Ventures