POSITION TITLE: Accounting and Human Resources Coordinator
REPORTS TO: COO/CFO
DIRECT REPORTS: 0
FLSA: Non-Exempt, Contract – Part-Time
COMPENSATION: $23 per hour

POSITION SUMMARY:
The Part-time Accounting and Human Resources (AHR) Coordinator processes accounts receivable, accounts payable, and grant and ad hoc billing. The AHR Coordinator processes biweekly payroll, administers employee benefits, and provides onboarding and general office support. The AHR Coordinator creates reports and records and integrates and maintains financial and benefits information for the organization and assists with related general office tasks and activities.

ESSENTIAL FUNCTIONS:

Accounting (50%)  
1. Process and record daily accounting transactions, such as deposits and payments (checks and ACH)
2. Carefully review invoices to identify incorrect charges and/or opportunities for savings
3. Prepare grant billings and run accounting reports as requested
4. Cross train on monthly close, budgeting, and other accounting functions
5. Assist during audits and other required compliance activities

Payroll (25%) 
1. Setup and process new hires, separations, wage rate changes, and deductions
2. Run bi-weekly payroll, ensuring accuracy and timeliness
3. Maintain records for the accumulation and use of vacations, holidays, and paid time off
4. Run payroll reports as requested
5. Monitor compliance with Fair Labor Standards Act

Human Resources and General Office Support (25%) 
1. Process background checks and onboarding paperwork for Amerigroup staff and student groups
2. Serve as coordinator for employee benefits offered by BRIDGES
3. Administer the annual open enrollment process
4. Keep enrollments, terminations, and changes to benefit plans up to date
5. Help staff to enroll in benefits and understand how their benefits work
6. Assist with front desk, building management, and other general office duties as needed

MINIMUM QUALIFICATIONS:
1. Five years of hands-on accounts payable and accounts receivable experience
2. Three years of demonstrated experience processing payroll using ADP Workforce Now
3. Two years of demonstrated experience administering employee benefits
4. Preparation of statistical and narrative reports: gather, record, and evaluate information; maintain accurate and systematic electronic and physical records
5. Advanced proficiency with Microsoft Office and Google Workspace software, specifically Excel/Sheets
6. Good knowledge of the Fair Labor Standards Act (FLSA); some familiarity with GAAP standards
REQUIRED CHARACTERISTICS AND BEHAVIORS:

1. Strict adherence to HIPAA and PHI guidelines of confidentiality; strong work ethics
2. Strong analytical and problem-solving abilities
3. Capable of learning to use multiple software applications effectively within a short period of time
4. Professionalism and exemplary customer service focus to assist internal and external customers
5. Excellent verbal, written, and interpersonal communication skills
6. Both an effective team player and individual contributor
7. Fast and accurate data entry skills; strong mathematical abilities with excellent attention to detail
8. Ability to work on multiple projects at one time; detailed and organized
9. Broad conceptual judgment, initiative, and ability to deal with complex accounting and administrative issues.
10. Demonstrated ability to draw logical conclusions and make appropriate recommendations, judgments, and decisions

WORKING CONDITIONS:
Work is performed under the direction of the CFO/COO

1. This position works 20 hours per week on an established three or four-day work week.
2. Work is performed at BRIDGES Center and other locations as needed.
3. Must have reliable transportation to and from work.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

BRIDGES strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans.

TO APPLY:
https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=bc2f20b0-f189-45bb-ada4-86a0e12c7d9e&ccId=19000101_000001&jobId=430254&source=CC2&lang=en_US