**Position:** HR and Accounting Assistant

**Classification:** Non-exempt

**Schedule:** Part-time, 20 hours per week (Monday to Friday) requiring some flexibility to accommodate payroll processing and other scheduled activities.

**Work Location:** On-site at La Casa de las Madres’ administrative office located at 1269 Howard Street, San Francisco, CA 94103. Adherence to COVID-19 preventative policies including but not limited to daily symptom self-screen and regular COVID-19 diagnostic testing will apply.

**Agency:** La Casa de las Madres (La Casa) is a nonprofit provider of service for battered women and their children. Founded in 1976, La Casa is San Francisco’s oldest domestic violence program, providing comprehensive supportive services through an Emergency Shelter, 2-24 hour hotlines, non-residential Community Programs, and Community Education and Outreach Programs serving over 19,000 women, teens and children survivors of domestic violence each year.

**Duties & Responsibilities:** Under the direct supervision of the Director of HR and Operations, the HR and Accounting Assistant is responsible for human resource, payroll and administrative activities of the organization. Responsibilities include, but are not limited to the following:

**Administrative/Human Resources Responsibilities**
- Maintain confidential personnel records and respond to external inquiries as appropriate.
- Confidential support to the Director of HR and Operations and the Executive Director on HR issues and activities as needed.
- Works with managers and directors to coordinate and oversee job recruitment activities and new employee orientation; including applicant tracking, document collection, security, and payroll and benefits enrollment.
- Assists with processing terminations, including exit interviews.
- Administers and reconciles employee benefits including review of usage and adjustments to time off accruals.
- Maintains compliance with federal, state and local regulations concerning employment.
- Supports general employee relations and other activities that promote a healthy work environment and teambuilding.
- Builds and maintains effective working relationships with program and support staff located at multiple sites.

**Accounting Responsibilities**
- Process bi-weekly agency payroll (ADP automated), associated reports and payroll tax filings.
- Assist in data collection procedures for the purposes of invoicing, reporting and evaluating services.

**Other responsibilities**
- Special projects and other duties as assigned; and
- Other general clerical and light bookkeeping duties (processing deposits, payables and filing) as assigned.

**Minimum Education and Work Experience**
- High school diploma or equivalent and minimum of two (2) years of verifiable job-related experience, preferably in a human resource department.

Revised: 04/2021

La Casa de las Madres is an Equal Opportunity Employer
• Associate Degree or some college/technical school coursework in relevant field preferred.
• Technical experience, including responsibility for maintaining computer systems or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
• Strong organizational skills.
• Experience with payroll software/ADP preferred.

**Required Competencies:** To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position.
• Problem solving – identify and resolve problems in a timely manner by gathering and analyzing information skillfully.
• Interpersonal skills – maintain confidentiality, remain open to others’ ideas and exhibit a willingness to try new approaches.
• Managing Up - Ability to exercise good judgment and manage communications with supervisor and/or agency leadership.
• Oral communications – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and ability to conduct meetings.
• Written communications – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
• Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Quality control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
• Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Safety and security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
• Physical – meet the physical requirements of the job including lifting, carrying, pulling and pushing. Prolonged periods of sitting at a desk and working on a computer.
• Clearance through DOJ Live scan fingerprinting required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco’s Fair Chance Ordinance, and
• Valid California Driver’s License, clean driving record and insurable under agency policy.

**Compensation & Other Information:** $22.50 to $24.00 per hour-DOE. The HR and Accounting Assistant is part-time, non-exempt, position requiring some flexibility to accommodate payroll processing and other scheduled activities.

**Benefits:** This position is not benefited except as set forth under the San Francisco Minimum Compensation Ordinance (MCO).

**To Apply:** Send resume with cover letter to: hr@lacasa.org, or mail your cover letter and resume to: La Casa de las Madres - HRA, 1269 Howard Street, San Francisco CA 94103 or fax: 415-503-0301.