



Human Resources/Finance Assistant

Purpose

The Human Resources/Finance Assistant provides administrative support for the Human Resources and Finance departments.

Reporting Relationship

The Human Resources/Finance Assistant reports to the CFO and Director of Human Resources.

Responsibilities

- Process bi-weekly payroll.
- Perform various payroll and administrative duties, including maintenance of timekeeping systems, check and balance time sheets, process employee and wage changes.
- Process various applications: employment, enrollment, pay changes, informational and other confidential forms and records.
- Maintain employees' time off, including vacation, sick, FMLA, COBRA, etc.
- Support employees with payroll-related and benefit-related questions
- Maintain employees' files as it relates to payroll, insurance paperwork, flex spending, etc. ensuring compliance with state and federal regulations.
- Assist with non-exempt level recruitment and staffing activities, including phone screening, scheduling, processing pre-employment testing and background/reference checks.
- Assist with new hire orientation and process, including new hire packets, creation of personnel files and tracking of benefit eligibility.
- Assist Finance department with tasks/projects.
 - Maintain accounts payable files. Process invoices for payment, posting, cutting and processing checks for accounts payable for both corporations on a computerized system.
 - Resolve vendor inquiries and reconcile vendor statements.
 - Maintain accounts payable files.
 - Maintain Company's FLEX account.
 - Maintain accounts receivable.
 - Prepare monthly bank reconciliations.
- Solicit organizations to participate in partnership agreements, bin placement and/or Clothing Drive programs.
- Monitor productivity on bins and partnerships on a quarterly basis and provide reports to supervisor as directed. Prepare and process payment vouchers for our per pound/flat fee accounts.
- Work with the Development Department on all promotional material and logo usage.
- Maintain files on all partnerships, bin locations and clothing drive participants. Including photos (bins only), pick up sheets, permits (as needed), agreements.
- Process bin permit applications and work with logistics to adhere them to the bins.



- Share stories of successful partner, bin, clothing drive relationships with the Development team, at times these will be featured in our newsletter and/or social media account.
- Other tasks when assigned based on the Agency's needs.

Qualifications

- Associate degree in accounting, human resources, business administration or related field preferred.
- Minimum of 2 years' experience processing payroll, Paylocity experience a plus.
- Experience with automated accounting systems, Abila experience a plus.
- Knowledge of accounting processes and advanced mathematical skills.
- Advanced knowledge of Microsoft Office products (Word, Excel, Outlook) required.
- Ability to work in a fast-paced environment with constantly changing priorities.
- Strong communications, analytical and organizational skills with a keen eye for detail.
- Strong customer service and organizational skills

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FLSA Status

Non-Exempt

Position Location

Islandia, NY

Schedule

Monday – Friday

Salary

\$45,000 - \$55,000 commensurate with experience

We offer a competitive salary, a comprehensive benefit package including medical, dental, vision, retirement plan, as well as generous paid time off.