



Social Health Association of Indiana

Position: Bookkeeper and Human Resources (HR) Assistant

Brief Description: Administrative position offering bookkeeping support and tracking and managing HR information; part-time 24 hours a week

Accountability: Reports to Chief Financial Officer

Core Responsibilities

Administrative

- Archive timesheets and relevant payroll records
- Adhere to agency policies and procedures.
- Submit agency forms and documents (such as timesheets, receipts, requests for time off, etc) in a timely manner.
- Maintain accurate and representative job descriptions with oversight of Chief Executive Officer (CEO)
- Manage upcoming deadlines and requirements for business and insurance documents/forms
- Update the Personnel Policies and Procedures Manual as requested by CEO and share updates with staff in conjunction with CFO and CEO.
- Enroll staff in insurance and other benefits when eligible.
- Facilitate background checks, E-Verify and fingerprinting processes for all staff.
- Create personnel files for new staff and maintain files for existing staff, ensuring they are up to date and complete.
- Maintain workers' compensation and other benefit insurance policies/files.
- Ensure staff PTO days are accrued and deducted appropriately (and entered into payroll).

Marketing

- Post job openings in appropriate and diverse sources.

Fundraising/Development

- Communicate with executive staff/management about grant funds coming in.
- Assist with development events or activities as assigned by CEO.

Finance

- Record and document all financial transactions appropriately and create financial reports as requested (including posting info to accounting journals or accounting software from such source documents as invoices to receipts, cash receipts, and supplier invoices).
- Reconcile accounts to ensure accuracy.
- Issue invoices and ensure receivables are recorded when realized, not received.

- Make cash disbursements in a timely fashion, without duplications, matching contracted amounts.
- Record cash receipts and make bank deposits within two business days of receiving payment.
- Create appropriate financial reports as requested by CEO or CFO.
- Manage payroll process.
- Accurately record payroll, retirement plan, and other liabilities and payments in compliance with relevant regulations.
- Ensure accuracy and proper documentation of payroll, deductions and voluntary elections.
- Work with CFO to prepare files for the annual independent financial audit and any other program audits that might arise.

Leadership

- Respond to diverse needs that are the result of cultural differences.
- Incorporate strategies for interacting with persons from diverse backgrounds.
- Participate in professional development.

Qualifications

Bachelor's degree in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of QuickBooks accounting software package.

Abilities

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in most core competencies. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision.

Confidentiality

SHA employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position. Other duties as assigned by CEO and CFO.