



Buffalo Olmsted Parks Conservancy, Inc.

Job Description

Position Title: Human Resources Assistant/Bookkeeper
Reports To: Sr. Director of Finance & Administration
Supervises: 0
Requirements: City of Buffalo residency

Position Summary:

The Human Resources Assistant/Bookkeeper is responsible for ensuring proper completion of appropriate employee records, including onboarding paperwork, timesheets and disciplinary reports as well as the administration of human resources policies and procedures.

In addition the Human Resources Assistant/Bookkeeper is responsible for recording and managing the organization's daily receipts, accounts payable, accounts receivable, payroll and general ledger functions. This position requires an individual with strong work ethic, high attention to detail and the ability to multitask.

This position is non-exempt according to the Fair Labor Standards Act and the NYS Department of Labor rules and regulations. The workweek includes flexible schedules depending on the workload, with some weekend and holiday work.

Major Duties and Responsibilities:

Human Resources

- Conducts new hire orientations and manage full onboarding process. Completes and/or ensure proper completion of unemployment notices, employment verifications, disciplinary and termination paperwork
- Oversees enrollment of employees in all benefits, including health insurance and retirement plans
- Assists supervisors with the hiring process, including scheduling candidate interviews, preparing offer letters, extending candidate offers and ensuring best hiring practices are adhered to
- Manages time off requests, time tracking and accruals
- Drafts and prepares all HR related material, including, but not limited to: employee handbook, HR policies, procedures and/or forms relating to hiring, disciplinary action, termination, performance reviews, timekeeping, accident and injury reports and interoffice memorandums
- Maintains employee files and the HR filing system

- Assists in establishing and/or maintaining HR policies and procedures consistent with local, state and federal agencies regulations
- Maintains compliance with state and federal laws with personnel files and posters
- Assists with creating job descriptions, advertising open positions and handling employment application intake
- Additional duties may be assigned as necessary

Bookkeeping

- Records daily receipts, invoices customers and manages accounts receivable
- Obtains approvals of vendor invoices and credit card payments, posts in accounting system, prepares vendor payments and manages accounts payable
- Prepares and processes payroll and all related payments in a timely manner
- Maintains general ledger accounts, including month end reconciliations
- Establishes and maintains orderly fiscal files and records to document transactions
- Complies with local, state and federal government reporting requirements
- Assists in assembling information for annual audit
- Assists in establishing and/or updating accounting policies and procedures
- Assistance with grant reporting and reimbursement requests
- Assists in maintaining separate accounts for unrestricted, temporarily restricted and permanently restricted funds
- Assistance with streamlining daily receipt input between QuickBooks and third party payroll files into QuickBooks
- Assists in obtaining quotes and/or RFPs for various services and supplies
- Provides clerical and administrative support to management as requested
- Additional duties may be assigned as necessary

Qualifications and Attributes:

- Minimum of Bachelor's degree with two years of experience in related field
 - Or Associate's degree with four years of experience in related field
- Proficiency in QuickBooks, Microsoft Office Suite (Word, Excel, Outlook) is desired
- Strong analytical skills, detail oriented
- Good written and verbal skills
- Must be able to work with and maintain confidential information at all times
- Must be reliable and able to work in a fast-paced environment; must be able to multi task
- Must be highly organized

Working Conditions:

- Job may require some after office hours, as needed
- Team environment across departments must be supported and demonstrated
- Responsiveness in communication in multiple formats is required
- Job duties may require an employee to bend, reach, stoop, sit, stand and/or walk for extended periods of time as well as lift and/or move heavy objects at times up to 30 lbs.
- Must be able to adapt to ever changing resources and limited budget

This job description is subject to change at any time. This job description does not constitute a contract of employment.

Updated: August 17, 2017