

## **FULL CHARGE BOOKKEEPER/HR COORDINATOR**

### **Position Summary**

Under the direction of the Director of Finance & HR, the Full Charge Bookkeeper/HR Coordinator is responsible for the daily human resources and accounting needs of Berkeley Humane. These include, but are not limited to payroll and benefits administration, recruiting, employee onboarding and out boarding, financial record keeping and entering transactions including AP, AR, monthly billing, monthly closings and general ledger reconciliations. This position must provide the highest level of service to our employees, volunteers, candidates and guests maintaining a professional and friendly demeanor in accordance with established policies and procedures, while maintaining a very high degree of confidentiality, attention to detail, good judgement and discretion.

This job description reflects the assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

### **Primary Duties and Responsibilities – HUMAN RESOURCES**

#### **Payroll, Benefit and Leave Administration**

- Prepare and process bi-monthly payroll, using online time card system and ADP Run;
- Administers and coordinates the day-to-day processing of benefit programs including new employee, changes, terminations, insurance claims and disability, keeping all tracking and records up-to-date. Routinely checks benefit invoices against payroll deduction to ensure accuracy;
- Ensures 401k deductions are forwarded to employee 401k accounts in a timely manner;
- Serves as information resource to staff in regard to group benefits. Assists and advises employees and managers regarding leave management and benefits, any HR procedures and policies within specified guidelines in a friendly, professional manner;
- Coordinates open enrollment acting as the administrator and liaison with the benefit providers, providing timely information as requested and guide employees through online enrollment form processes;
- Arranges employee mandatory training programs, such as harassment training;
- Acts as point of contact for employees who have questions or complaints;
- Maintains confidentiality regarding all sensitive personnel information and situations;

#### **Recruitment Assistance**

- Assists with recruitment process for all open positions including posting jobs, forwarding qualified candidates to hiring manager, and communicating with candidates as needed.
- Maintains staff job descriptions and ensures job descriptions and postings are up to date and accurate;
- Processes and sends offer letter and new hire paperwork using online HR portal;
- Schedules and conducts new hire orientation, oversees new hire paperwork, and reviews Berkeley Humane policies and benefits.
- Schedules and conducts exit interviews and completion of all termination paperwork

#### **Administrative**

- Maintains human resource records by recording new hires, terminations, changes in job and pay changes;
- Revises organizational chart and staff roster as needed;
- Monitors, responds to and files unemployment and workers' compensation claims;
- Maintains and updates the Employee Manual;
- Maintains complete personnel files and required employment documentation for all employees in compliance with recommended record keeping practices;
- Perform additional duties as may be assigned;

### **Primary Duties and Responsibilities – ACCOUNTING**

- Manages all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries and bank reconciliation;
- Prepare Journal Entries for prepaid expense, and payroll accounts;
- Process payables and receivables, including cash, checks, credit cards;
- Maintain 1099 vendor files and assist in preparing annual forms;
- Monitor and follow up with outstanding invoices due;
- Prepare and process bank deposits; reconcile bank accounts at least monthly;
- Reconcile monthly accounts for closing by deadline;
- Orders office and other supplies as needed;
- Assist in month-end/year-end closing process;
- Assist in financial report preparations;
- Provides outside auditors with backup documentation and reconciliations for annual audit and 990 tax return;
- Perform additional duties as may be assigned;

#### **QUALIFICATIONS**

- Nonprofit accounting experience preferred; basic understanding of GAAP
- Experience in benefit administration required
- Associate's degree or equivalent with 3-5 years related experience or combination of education and experience
- Experience with QuickBooks required
- Proficient in Microsoft Office (Word, Excel, email) and other database programs required
- Mature, organized, efficient and productive, ability to manage multiple projects and assignment, often with competing deadlines
- Consistently accurate with a strong attention to detail

#### **OTHER SKILLS & REQUIREMENTS:**

- Effective written and verbal communication skills
- Skill in using tact, discretion and good judgment in the handling of sensitive and confidential information
- Works independently with minimal supervision on a broad variety of projects
- Affection for animals and a willingness to accommodate animals in the work place
- Communicate with vendors, volunteers and co-workers in a pleasant, courteous and professional manner at all times
- Comfortable and skilled in working with culturally diverse staff, volunteers and community

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. This is a full or part-time position and hours of work and days are typically Monday through Friday 9:00 – 5:00 pm. Occasionally, special events will require work outside of this time frame.

**PHYSICAL REQUIREMENTS:** Prolonged periods sitting at a desk and working on a computer; must be able to lift and carry up to 50 pounds; climb stairs; bend; reach; hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing.

**COMPENSATION:** Berkeley Humane offers a salary and benefits package competitive with other organization of our size, which includes full health and dental coverage, a 401k plan, vacation, sick leave, and holidays.

**TO APPLY:** Please submit a cover letter and resume to [jobs@berkeleyhumane.org](mailto:jobs@berkeleyhumane.org) with "Bookkeeper/HR Coordinator" on the subject line. Your documents must be in Word or PDF format to be considered.