



Accounting & HR Manager Job Posting

Are you interested in your employment having larger meaning by supporting local community members and families during challenging times? Do you have the skills set and experience necessary to provide well-organized accounting and HR functions for an organization?

Are you looking to grow, have fun, and make a significant impact? If so, we encourage you to apply for the Accounting & HR Manager at TLC.

If you are interested in applying for this position, please email your resume, a cover letter and at least three references to JobPostings@Tri-LakesCares.org
Please be sure to include "Accounting & HR Manager" in the subject line.

Job Title Accounting & HR Manager

Hours: Full-Time 40 Hours a week

Hiring Process & Timeframe:

- We will review applications on a rolling basis until the position is filled
- We will contact those applicants in whom we are interested and invite them to a 45-60 minute interview
- Finalists will be invited to a second round of interviews and we will make an offer shortly thereafter
- We are looking for someone to start right away but we will work with the candidate to allow them to give respectful notice to their current employer

Summary of Function: Responsible for oversight of the AP and AR Data Clerk and ensuring that the day-to-day entry, reconciliation, analysis and reporting of Tri-Lakes Cares (TLC) financial information is complete and accurate. Also responsible for all HR related functions of the organization. This individual works closely with the Executive Director and Treasurer, as well as ensuring support to the rest of the staff in relation to financial status and reporting.



Essential Job Functions

- Perform monthly reconciliations for bank accounts, credit card statements, and gift cards
- Responsible for data collection, analysis and reporting for his/her responsible areas
- Oversees the accuracy of accounts payable, accounts receivable, credit card, and in-kind journal entries by the AP & AR Data Clerk
- Enter monthly, quarterly, and annual journal entries into QuickBooks to ensure accurate financial statements and financial reporting for annual audit
- Responsible for reconciling all inventory, prepaid expenses, fixed assets, and liability accounts
- Ensure that all staff receive the reports that they need on a scheduled timeline
- Monitor multiple bank account balances and ensure bank accounts are not closed due to inactivity
- Oversees and ensures all financial document filing and compliance
- Responsible for working with and providing all necessary information to a certified accounting firm to ensure a successful and timely completion of TLC's annual audit and IRS Form 990 reporting
- Identify financial operations and procedures that could be improved and make recommendations to implement the improvements
- Document accounting procedures being used and aid in the development of the Financial Policies and Procedures manual
- Review existing add-on financial tracking spreadsheets to identify areas where the information could be recorded in QuickBooks
- Overseeing proper stock of and reconcile if needed, financial department items such as checks, deposit slips, gift cards and more
- Updates and maintains all financial and HR folders and binders including but not limited to personnel files and timesheet binder

- Order, cancel and otherwise manage all TLC credit cards issued to staff
- Responsible for maintaining and providing PTO accruals to staff on a bi-weekly basis
- Ensures accuracy of employee information and payroll entry into the PEO website and QB
- Responsible for maintaining and updating the employee handbook
- Oversee health care benefits program of the organization and ensures compliance with all regulations
- Maintains up to date Department of Labor postings
- Responsible to furnish business cards to all staff members
- Regularly participate in community recognition – In-Kind Thank You’s and Business Plaques
- Institute and communicate constructive policies and procedures
- Attend appropriate trainings for professional development such as Bridges Out of Poverty, Poverty Simulations and other applicable trainings as needed

Other duties

- Serves on internal committees, including, but not limited to, the Finance Committee
- Submit monthly financials to Executive Director on a timely basis
- Responsible for many HR/Personnel functions of the organization

Position May Include the Following

- Performs other duties as required by the Executive Director or Treasurer
- Occasional work at special events
- Occasional work at night or on weekends

Essential Requirements and Responsibilities:

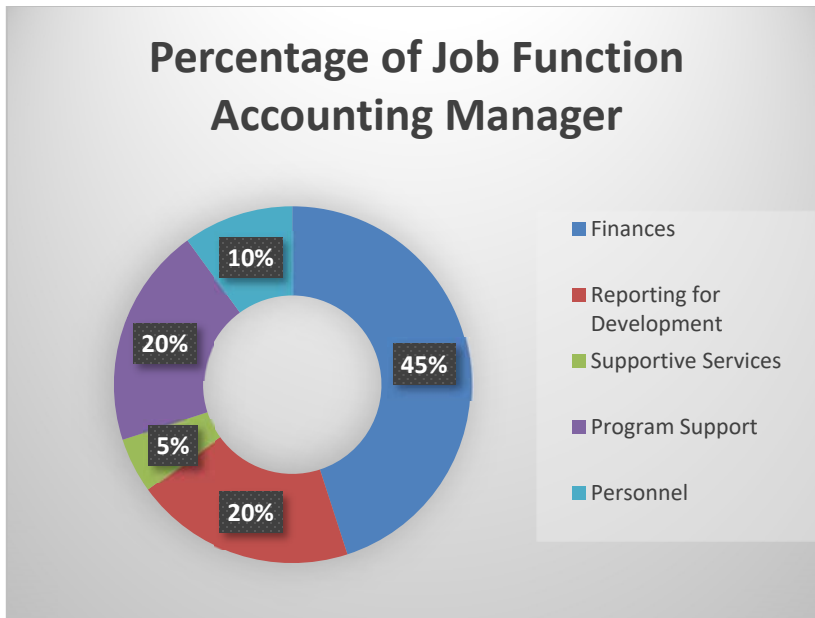
- A great sense of humor!!!
- Commitment to our mission and values of teamwork, integrity, transparency, compassion, inspiration and inclusiveness
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people and organizations
- Impeccable written and oral communication skills
- Love of continuous learning

Our culture, values and what makes us awesome:



We value providing staff with options for a flexible work schedule to promote work-life balance. We are an easy-going and family-friendly group who loves our dog-friendly environment (on days when we are not open for walk-in client services). We want to work with others who have a desire to serve our community, and we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other and support each other to learn and grow. We value a good sense of humor and find fun and joy in our work. We do serious work, but we do not take ourselves too seriously!

We are thoughtful about our privileges and how they affect our interactions with others and we actively listen and are open to feedback and suggestions for improvement. We are not afraid to change course as more information becomes available and we value courageous conversations that may lead to the positive transformation for our organization. We operate in a DFZ (Drama Free Zone), work as a team, and all play a part in TLC's successes. TLC has a supportive and empowering board of directors and we promote a professional and respectful environment among all team members by providing opportunities to attend trainings and engage in professional development opportunities to increase our knowledge and improve our professional skills.



Organizational Relationships

- Reports to Executive Director
- Direct reports – AP & AR Data Clerk

Essential Requirements and Responsibilities

- Commitment to TLC's mission and values of teamwork, integrity, transparency, compassion, inspiration and inclusiveness
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people and organizations
- Knowledge of TLC's programs
- Understanding of generally accepted accounting principles
- Pleasant demeanor and an ability to have fun while working!!!
- Love of continuous learning

Experience, Knowledge, and Skills:

- Strong written and oral communication skills
- Organizational skills to efficiently manage workload
- General knowledge of how to generate effective financial reports
- Computer literacy skills and knowledge of Microsoft Office especially Excel
- Experience in accounting and HR

Preferred Qualifications:

- Minimum high school diploma, preferred college degree in accounting or related field
- Experience working with a non-profit organization
- Experience working with QuickBooks
- Desire to "give back" to the community

Typical Hours of Work: This non-exempt position will work 40 hours per week. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked. A flexible schedule is available and past employees in this position have worked heavier hours on Monday through Thursday, with fewer hours on Fridays.

Compensation and Benefits

Pay Range: Depending on experience, this position pays ___\$19.75___ to ___\$23.00___ per hour.

Health Insurance: TLC offers health insurance to employees who are regularly scheduled to work 40 hours per week.

Paid Holidays: Seven paid holidays per year

PTO Accrual: Based on years employed and hours worked, see chart below.

Years of Employment	Accrual Per Hour Worked
Hire date through the first year of service	0.0308
First anniversary date through year three of service	0.0500
4th anniversary date through year six of service	0.0693
7th anniversary date and above	0.0885

Physical Demands

The work is mostly sedentary with few periods of light physical activity. Typically, the position requires workers to sit for long periods with occasional walking; lift and occasionally carry up to 50 pounds when a donation comes in, climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboard or mouse or other mechanical devices. The works requires the ability to speak normally and to use normal or aided vision and hearing.

FLSA status

Non-exempt

TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age 40 and over, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.