



October 2019

Role Title: Human Resources/Accounting Assistant

We are seeking a personable, organized and detail oriented individual to join our HR/Accounting Team in a newly created role. This position will support our Human Resources and Accounting functions. This a part-time position (3 days week) with some flexibility in days/hours.

Human Resources/Accounting Clerk Job Responsibilities

- Help to maintain human resources records and documentation
- Input data into digital personnel/benefits systems
- Create and maintain several excel spreadsheets for HR/Accounting purposes
- Code invoices in alignment with company policy
- Maintain accounts payable filing systems in accordance with company policy and accepted accounting practices
- Process payments and documents such as invoices, journal vouchers, employee reimbursements and statements
- Assist with month-end closing responsibilities
- Maintain a high level of confidentiality

Human Resources / Accounting Clerk Job Requirements

- High School Diploma
- Ability to adapt to change while prioritizing work responsibilities
- Advanced technological skills
- Maintain a positive and professional demeanor
- Superb communication, time management, problem solving, analytical and organizational skills
- Proficient in Microsoft Office programs
- Mature Walk with Christ

Job Type: Part-time

Reporting: Role will report to the Accounting Manager