



HR and Finance Administrator

Reports to: Chief Financial Officer

Purpose: To provide business knowledge and human resource expertise to the finance office to meet the goals and objectives of the organization. Assist the CFO with handling of day-to-day operations of business office, record keeping, and cash management and Accounts Payable to ensure the company's financial health. Provide a wide range of human resource duties including Payroll processing, benefits administration, recruitment, onboarding, employee relations, ensure labor law compliance.

Essential Functions and Tasks:

- Facilitate onboarding process with new employees including: I-9 requirements, CORI and reference checks processing, and documents requirement by law/policy.
- Process all new employee paperwork including inputting data into the payroll system and filing necessary state and federal forms.
- Conduct employee onboarding sessions and serve as primary point of contact for assigned employees.
- Administer special pay including bonuses, stipends, and longevity and severance payments.
- Data input employee status changes into the payroll system.
- Act as payroll liaison between Human Resources and Finance for new hires, adjustments, and terminations.
- Review proposed salary actions to ensure conformance with established guidelines and policies.
- Develop and maintain log of Human Resources Standard Operating Procedures.
- Provide information/assistance to eligible employees regarding health benefits programs, open enrollment, employee leaves and compensation.
- Provide assistance with open enrollment and benefit meetings.
- Monitor, understand and communicate FMLA/ADA requirements and issues to assigned employees.
- Maintain personnel files.
- Respond to employment status acknowledgments, verifications and notifications.
- Administer the annual performance evaluation process; including notifying supervisors of due dates.
- Responsible for cash management including bank deposits, cash reconciliation and maintain all the control analysis spreadsheets.
- Perform daily maintenance of all bank account records including journal entries.
- Process Accounts Payable including verification of invoices, preparation of checks and expense allocation entries.
- Perform annual administrative time studies.
- Assist with coverage of front desk when necessary.
- Any other responsibilities deemed appropriate by the CFO, consistent with job qualifications.

Job Qualifications: Associate's Degree in Human Resources management or Finance.

- Two or more years of related experience.
- Proficiency in MS Office; Word and Excel
- Basic understanding of fund accounting and aptitude for problem solving.
- Attention to detail and accuracy is critical.
- Experience with cash management.
- Ability to work independently in a fast paced environment
- Outstanding verbal and written communication skills.
- Commitment to and belief in JFS' mission and values.

AA/EOE.

JFS is a multi-service, non-sectarian organization founded in 1898.

To apply for the position please submit a cover letter and resume to Celine Lasonde, HRBP; clasonde@eane.org.