



JOB DESCRIPTION

Revised: July 2017

TITLE: Accounts Payable & HR Specialist
CLASSIFICATION: Hourly Non-Exempt, Full Time
DEPARTMENT: Fiscal/Human Resources
ACCOUNTABILITY: Controller
PRIMARY FUNCTION: To perform a variety of accounting, human resources, and payroll related functions.

TYPICAL WORK CONDITIONS: Work is performed primarily in an office setting. Also requires regular trips to banks, post office, and other locations on agency business. Daily contact with employees, job applicants, and the public.

ESSENTIAL JOB FUNCTIONS: ACCOUNTS PAYABLE

1. Review vendor invoices for appropriate documentation and approval prior to processing for payment.
2. Determine coding for entering vendor invoices in MIP software.
3. Reviewing and auditing of receipts for expense reports.
4. Process vendor payments via ACH and checks on a weekly basis.
5. Reconcile credit card statements
6. Month end scanning, filing, maintenance of Accounting Department files.
7. Assist with month end reporting and other Accounting Department projects as needed.
8. Other duties as assigned by department.

ESSENTIAL JOB FUNCTIONS: HUMAN RESOURCES

1. Process workers' compensation claims, unemployment claims, payroll functions, leave of absence management, employee relations and benefit administration.
2. Establish and maintain positive working relationships with coworkers, applicants, vendors and third party administrators.
3. In coordination with department managers, assist with recruitment, screening and hiring of new employees and terminations
4. Keep Policies and Procedures manual up to date with changes to state and federal laws

5. Maintain and organize all employee files, both digital and paper, in such a manner that they are accurate and readily available.

QUALIFICATIONS:

1. A minimum of two years prior experience in an accounting and HR position
2. Knowledge of the accounts payable function and software
3. High attention to detail and data integrity
4. High attention to confidentiality
5. Excellent communication skills - interpersonal, verbal, written, and presentation
6. Knowledge of federal and California labor laws
7. Thorough understanding of wage and hour and other employment laws
8. Comprehensive knowledge of best practices in human resources management
9. Employee relations experience
10. Proficiency with Microsoft Office, including Word and Excel
11. Experience with various types of HRIS systems a plus
12. Ability to speak, read and write English
13. Ability to pass a criminal background check