

# HALIFAX AREA ADVERTISING AUTHORITY

## JOB DESCRIPTION

**Job Title:** Finance Assistant/Human Resources Assistant  
**Department:** Administration  
**Reports to:** Finance Director  
**Status:** Non Exempt  
**Date:** November 13, 2019

**Job Description:** Assist with daily departmental activities and assignments for finance and manage the Human Resources (HR) program for all employees.

### HR Areas of Primary Responsibility and Focus:

- Act as liaison with AUE staffing for Human Resources and Payroll
- Process background checks on all new employee candidates
- Conduct orientation and provide information package to all new employees
- Set-up and maintain HR files/records including but not limited to employee handbook to be federally compliant
- Manage time & attendance/timekeeping software system (TimeClock Plus) including overseeing PTO, comp time records and FMLA, and provide department managers with reports as needed
- Provide supervisors with employee file and documents for annual and introductory period reviews
- Keep employees informed of any/all employment regulations and assist with any employee-related questions
- Responsible for the day-to-day employee interactions, team building and employee relations by promoting employee engagement, productivity and positive workplace morale

### Finance Areas of Primary Responsibility and Focus:

- Payroll: ensure accurate and timely submittal and processing of payroll, employee deductions and prepare payroll reports as requested
- Accounts Receivable: prepare all receivables invoicing as requested, process all credit card A/R payments, process all check deposits, and provide backup information for all other A/R payments
- Accounts Payable: process invoices/check requests/mileage forms/and all other documents submitted for payment
- Process all business credit card statements for payment and insure all documentation of purchases made is provided; remit payment to financial institution in a timely manner. Maintain records of employee-issued credit cards
- Reconciliation of petty cash allocations and submit request for replenishment
- Verify Federal W-9 identification number and certification from vendors
- Assist the Director of Finance with accounting assignments including financial statements & accounting reports for board meetings
- Assist other departments when needed and interact cooperatively with all staff to ensure smooth office operations
- Other duties and projects as assigned by supervisor

### EDUCATION/EXPERIENCE, KNOWLEDGE, SKILLS AND COMPETENCIES

- Associate's or Bachelor's Degree strongly preferred and/or five years accounting/bookkeeping experience
- Experience with HR practices and improving HR processes and handling sensitive and confidential information
- Working knowledge of accounting computer software technologies; to include Microsoft Office and Sage
- Competency to manage multiple tasks and meet deadlines, set priorities and determine objectives and strategies to achieve them
- Strong problem-solving skills and the ability to assess and anticipate issues and proactively resolve them
- Strong verbal and written communication skills; excellent interpersonal skills with the ability to work effectively with all organizational levels
- Ability to work independently and exercise good judgment with exceptional attention to detail
- Positive, professional, "can do" attitude and ability to excel in fast-paced environment

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds occasionally.
- Ability to drive own vehicle as required to perform essential job functions.

**COMPENSATION:**

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.

**Changes:** *This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.*

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