

HALIFAX AREA ADVERTISING AUTHORITY

JOB DESCRIPTION

Job Title: Human Resources Administrator/Finance Assistant
Department: Administration
Reports to: Finance Director
Status: Exempt
Date: September 9, 2016

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 outside Professional Employment Organization 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 (StratusTime – net-time) including overseeing PTO and comp time records and FMLA and provide department managers with reports as needed
- Provide supervisors with employee file and documents for annual, six-month 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:

- Ensure accurate and timely submittal and processing of payroll, employee deductions and prepare payroll reports as requested
- Prepare all receivables invoicing as requested, process all credit card A/R payments 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
- 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

ENVIRONMENTAL CONDITIONS:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety-five percent (95%) of the time.
- Outdoors with exposure to noise, heat, and cold approximately five percent (5%) of the time.
- Limited city and county travel.
- Limited weekend and evening hours.
- Frequent computer use at workstation up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- May move (walk or drive) from one work location to another.

PHYSICAL DEMANDS:

- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand and climb stairs.
- Ability to lift up to 25 pounds.
- Ability to drive own vehicle as required to perform essential job functions.
- Ability to travel out of town, including weekends, if necessary.

COMPENSATION:

- Salary is commensurate with experience.
- Benefit package available first of the month following ninety (90) days of continuous full-time employment.
- Full-time, exempt staff members working full days on a traditional weekend at a location *outside* of Volusia County will be compensated with an equal amount of time off as a courtesy to occur during the next two pay periods.
- Full-time, exempt staff members working outside normal business hours at a location *inside* of Volusia County will be compensated with time off at the discretion of their supervisor and the President/CEO occurring during the next two pay periods.

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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The Daytona Beach Area Convention and Visitors Bureau is an Equal Opportunity Employer.

Minorities and females are encouraged to apply.

