

**Objective:**

The Finance/HR Manager will be responsible for managing and coordinating all aspects of financial and human resource responsibilities for the Partnership.

**Responsibilities:****Financial:**

1. Works closely with the Executive Director (ED) to develop and maintain strong fiscal operations;
2. Works closely with the ED, Board of Directors and the MAC site to ensure the Partnership's adherence to policies and procedures;
3. Processes accounts payable transactions which consists of preparing purchase orders, verifying that materials are received and invoiced, coding purchase orders and invoices, and obtaining appropriate signatures; verifies appropriate policies and procedures for all bidding/quotes;
4. Handles the processing of checks, required documentation and the processing of transactions;
5. Prepares the monthly treasurer's report and assists with the preparation of all Partnership budgets;
6. Develops and oversees the implementation of costs allocation plans for in-house services;
7. Develops and maintains files of cash receipts, purchase orders, requisitions and invoices in addition to performing necessary internal accounting functions required for operations of APCI and in conjunction with MAC;
8. Coordinates bi-monthly payroll submission and verifies monthly payroll and quarterly payroll reporting submissions with MAC site;
9. Completes deposit code sheet for all deposits and wire transfers with proper codes, signs and obtains ED's signature and sends to MAC site;
10. Prepares recurring bills in the same manner as the purchase order process on a weekly basis;
11. Is responsible for sending weekly package to the MAC Accountant;
12. Receives return package from the MAC Accountant – verifying each check, obtaining appropriate signatures, mailing invoices and checks and filing the vendor files;
13. Is responsible for maintaining vendor files and report files;
14. Is responsible for coordination of annual fiscal close with MAC site;
15. Prepares and assimilates all financial data and files required for annual NCPC monitoring visits;
16. Prepares annual audit package and coordinates preparation for annual financial audit; assists the Program Director to ensure that all funded activities are monitored for financial accountability
17. Monitors and verifies payments for the employee retirement program;
18. Serves as Partnership liaison to the Finance Committee;
19. Prepares monthly FSRs and all other financial requirements for all grants.
20. All other duties as assigned by the Executive Director.

**Human Resources:**

1. Compile, enter and maintain personnel records in ADP Totalsource and paper file.
2. Keep records of benefit plans participation, such as insurance and pension plans.
3. Assist in new employee orientation.
4. Compile and maintain records for benefit administration.
5. Prepare and file reports of accidents and injuries.
6. Process Worker's Compensation claims.
7. Coordinate management training in interviewing, hiring, terminations, promotions, performance reviews, safety, and sexual harassment.
8. Respond to inquires regarding policies, procedures, and programs.
9. Maintain Personnel Policies and updates/revisions as needed.

**Requirements:**

- Ability to work independently and organize multiple tasks.
- Proficiency in oral and written communication, attention to detail, confidentiality, and flexibility.
- Advanced computer literacy, including knowledge of spread sheet software.
- Good public relations skills and the ability to function with a team.
- Well organized, flexible, exhibiting initiative and strong attention to detail.
- High degree of integrity and honesty.
- Criminal background check may be required upon hire.

**Education/Experience**

Bachelor's degree in business, accounting; or equivalent experience required;

**Special skills/Training:**

Experience with fund accounting, cost allocation, budgeting, monitoring external agencies, and the auditing process. Working knowledge of human resources laws, regulations, polices and procedures relating to personnel management, EEO and employment benefits.

**Additional education/experience/skills/training preferred:**

Experience with non-profit accounting and knowledge of MIP software.