



# Phoenix Alternatives, Inc.

Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.

**Title: Human Resource and Accounting Assistant**  
**Supervisor: Human Resource Director**

Position Purpose: To ensure efficient operation of the Administrative office and HR, provide accounting support.

## **Job Responsibilities:**

Essential job functions noted below. (\*)

### **Reception/Front Desk**

- \* Greet visitors politely and efficiently.
- \* Maintain professional dress and appearance.
- \* Maintain a consistent clean and well organized front desk.

### **Communication**

- \* Maintain confidentiality of employee, consumer and company related information.
- \* Maintain professional, respectful interactions with all employees, visitors and applicants.

### **ADM Support**

- \* Maintain office equipment in good working order and ready for use, i.e., copier, fax, etc.
- \* Inventories, orders and stocks office supplies.
- \* Receive and process all incoming deliveries.
- \* Type office correspondence accurately and efficiently as requested.
- \* Maintain a system for tracking purchase orders and purchases made throughout the year
- \* Accurately verify accounts payable invoices received, assign general ledger codes and enter into accounting software system.
- \* Process payments of accounts payable invoices.
- \* Accurately code, copy, and process all incoming checks and prepare deposits
- \* Scan and/or shred old documents as needed
- \* Maintain adequate supply of Employee Benefit Enrollment Packets
- \* Accurately and efficiently process Time reporting and Payroll for all consumers and staff
- \* Accurately and efficiently process consumer billing.

### **HR Support**

- \* Accurately answer questions relating to job openings.
- \* Maintain welcoming environment for potential applicants and interviewees.
- \* Efficiently process applicant data as detailed in the "Applicant Flow Chart"
- \* Arrange interviews and distribute interview materials to applicants.
- \* Support HR during interview process.
- \* Maintain adequate supply of applications, interview materials and new employee enrollment packets.
- \* Maintain applicant database and determine missing documentation and corrections that are needed.
- \* Scan and file completed applicant forms.
- \* Create and update New Employee Orientation Books (NEO) books
- \* Create new employee file folders.

- \* Accurately files personnel record data as directed.
- \* Completes reference checks.
- \* Scans, prints, shreds personnel records as requested.
- \* Assists in maintaining and reviewing personnel data including I-9, background studies and information for licensing reviews.
- \* Assists in placing job openings on internet.
- \* Creates Employee of the Month awards and other certificates as needed.
- \* Updates forms as needed.
- \* Creates, distributes, and mails employee birthday and anniversary cards for location.
- \* Supports HR with other duties as directed.

**General**

- \* Follows all PAI policies & procedures, values and Employee Handbook.
- \* Manages multiple priorities and remains flexible and open to additional requests.
- \* Displays organizational skills that ensure ability to work independent of direct supervision.
- \* Adheres to all PAI standards related to safety.
- \* Follows all established data privacy laws.
- \* Follows designated work schedule and follows time clock procedures.
- \* Attends and documents in-service training as required.
- \* Positively completes additional responsibilities as requested.
- \* Meets the following physical requirements of the position.

<b>Perform lifting (less than 50 lbs usually)</b>	<b>18-25% of the time</b>
<b>Perform Typing/data entry</b>	<b>70-90% of the time</b>
<b>Perform other duties such as sitting, standing and walking</b>	<b>82%-70% of the time</b>

*Note: reaching, squatting, bending are involved throughout each and every day.  
The above physical requirements are averages. The actual physical activity may vary from day to day.*

**Qualifications and Conditions of Employment**

1. Proficient in:
  - Word, Publisher, PowerPoint
  - Excel spreadsheet applications
  - database programs such as FileMaker Pro
  - typing, filing and correspondence
  - use of computerized accounting software programs
  - use of payroll software systems
2. Accuracy of work and attention to detail.
3. Possess excellent oral and written communication skills
4. Knowledge of State, Federal regulations regarding hiring and employment law.
5. Knowledge regarding payroll systems and policies.
6. Pass the Bureau of Criminal Apprehension background study.
7. Desired: Two or more years of Human Resources support experience.  
Two or more years of accounts payable/receivable and payroll experience.  
Minimum: High school degree or GED & at least 18 years of age.

**Note: This job description is subject to change at the sole discretion of PAI.**

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date