



## JOB DESCRIPTION

Job Title: Office/HR Administrator	Department: Finance/HR/Administration
Reports To: Finance/HR Director	FLSA Status: Non-Exempt (.8 FTE)
Direct Reports: None	Effective/Revised Date: November 2018

### JOB SUMMARY

Processes accounts payable. Employee assists in human resource administration specifically with benefits, shop payroll, and vacation tracking. Other miscellaneous office administrator duties include, but are not limited to, those described below.

### JOB DUTIES AND RESPONSIBILITIES

#### Accounts Payable

- Process vendor invoices
- Manage A/P network folders/files
- Auditing and analyzing payables and open purchase orders
- Reconcile monthly vendor statements, including reconciliation of consignment invoices

#### Human Resource Administration

- Prepares weekly payroll for shop employees.
  - Maintain payroll earnings and deductions spreadsheets
  - Transmits file to 3<sup>rd</sup> party payroll processing company
  - Prepare various reports (seniority report, pension report, etc.)
- Manage Time-Off requests for all company personnel
  - Update time management software
  - Manage time-off reporting requirements
- Maintain employee files
- Manage new hire and termination documentation
- Coordinate the hiring process; managing applications, setup interviews, and preparation of employment offer packages
- Manage HR documentation requirements, including distribution of notices and correspondence
- Assist with OSHA compliance (log and reports), accident reporting and worker comp claims
- Assist employees with payroll and benefits inquiries
- Track employee anniversaries and processes related awards and communications to employees

#### Miscellaneous

- Delivery of interoffice mail
- Office/IT supply management
- Backup A/R functions, including front desk responsibilities

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<b>JOB REQUIREMENTS</b>
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- 2 year associate's degree or bachelor's degree
- 2+ years related work experience
- Good written and oral communication skills
- Detail oriented
- Strong organizational and documentation abilities
- Accounting aptitude
- Excellent computer skills, including knowledge of Microsoft Office (Excel, Word, Outlook) and the ability to learn new software.

<b>PHYSICAL DEMANDS/WORKING CONDITIONS</b>
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Work is performed in a typical office environment, requiring use of the phone and moderate use of the computer. High attention to detail required.