Human Resource and Finance Assistant

JOB SUMMARY
The Human Resources and Finance Assistant is responsible for the coordination of all payroll responsibilities and assist the Human Resources Director with recruitment, employment activities and administration of the benefits program. This position will also assist the VP/Director of Finance with accounting functions and collection of backup information for audits as defined by generally accepted accounting principles, internal accounting policies, internal control procedures, and federal and state reporting requirements.

PAYROLL DUTIES AND RESPONSIBILITIES
- Establish and maintain accurate employee payroll files.
- Establish and maintain proper employee payroll records including all salary, benefit and other payroll related information in coordination with information received from Human Resources Director.
- Processing and distribution of bi-weekly employee and student payroll.
- Serve as liaison to employees, directors and managers to answer questions and provide information regarding payroll and 401(k) related information, as necessary.
- Administer 401(k) plan. Send bi-weekly 401(k) contributions file to 401(k) vendor.

HUMAN RESOURCES DUTIES AND RESPONSIBILITIES
Assist the HR Director with the following:
- Recruitment of new employees.
- Coordinate and update internal and external job announcements.
- Coordinate and conduct candidate health and background check requirements for potential candidates.
- Conduct new employee orientations.
- Set up and monitor completeness and accuracy of personnel files.
- Set up and monitor completeness and accuracy of employee medical files.
- Administer and coordinate performance evaluation process.
- Maintain documentation of employee compliance with employment screenings, licensure and certifications, as required.
- Administer health and other related benefits.
- Coordinate informational meetings with Directors, Managers, and other employees.
- Verify accuracy and process invoices from health-related benefit providers to Accounts Payable for payment.
• Maintain and track accurate workers compensation, FMLA, Long-Term Disability, Safety and OSHA logs, information, and other records.
• Interpretation and implementation of personnel policies and procedures, as necessary.

FINANCE DUTIES AND RESPONSIBILITIES
Assist the VP/Director of Finance with the following:
• Post transactions to General Ledger
• Prepare quarterly investments schedules.
• Prepare contracted services Workers Compensation audit materials.
• Data entry, journal entries and filing.
• Preparation of year-end audit schedules and/or reports as requested.
• Work on special projects and assignments as they arise.
• Prepare biannual Moody School Maintenance draw.

GENERAL DUTIES
• Reports all incidents of work-related accident/illness within 24 hours; maintain a safe work environment; ensure that a safe environment is maintained in the workplace by adhering to all safety rules and requirements (Safety Policies) and report any safety hazards to immediate supervisor.
• Maintain confidentiality in all matters, as necessary.
• Demonstrate awareness and sensitivity to the cultural and socioeconomic characteristics of the service population.
• Other such duties as may be reasonably assigned.

QUALIFICATIONS
• High School Diploma or equivalent required; Associate degree in business preferred.
• Proven experience in payroll and human resources and benefits administration.
• Proven experience in the accounting field or related field experience.
• Strong computer experience with payroll systems and Microsoft Office Suite required.
• Must be detail oriented, analytical, and multi-task oriented with excellent written, verbal and interpersonal skills.
• Must be able to prioritize and meet established deadlines, working as a member of the Administration Team and independently, as required.
• Must have a valid Maine driver’s license.
• Satisfactory reference, background and health checks required.
Benefits include health, dental, long-term disability, and life insurance, Maine State Retirement, and 401K; Earned Paid Time Off and recognized holidays.

Interested applicants please download the “GWH Employment Application” located on our employment page at [https://www.gwh.org/careers-training/](https://www.gwh.org/careers-training/) and submit a complete application, cover letter, resume and 3 letters of recommendation to:

HR@gwh.org

or fax to 238-4020 or mail to Human Resources, PO Box 159, Hinckley, ME 04944.

Please reference “HR and Finance Assistant” in the subject line or cover letter in your correspondence.

We are an equal opportunity employer