

Human Resources & Finance Director Job Description

JOB DESCRIPTION

The Human Resources and Finance Director will work directly with the Chief Operating Officer in two main facets: Human Resources and Finance.

Finance: Responsible for the management of the organization's financial and accounting policies. This includes, but is not limited to systems and processes, tax and regulatory requirements, payroll systems and processes, ongoing financial modeling and budgets.

Human Resources: Serves as the primary contact for all managers and employees as pertaining to human resources. Leads HR practices and objectives that will provide an employee-oriented, high performance culture that emphasizes quality, productivity and standards of a superior workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources and Finance Director is responsible for performing the following duties personally or through subordinate staff:

Finance

Keeps records of financial transactions for establishment. Responsible for various functions in accounting, including compiling payroll data, processing employee benefits, reconciling cash and credit card receipts from transactions. Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

- Manage the financial resources of the organization
 - Accounts Receivable – Reconciling Daily/Monthly Revenue Reports & Bank Statements, Bank Deposits
 - Accounts Payable – Invoices, Credit Cards
 - Payroll – Timesheets, Deductions, Wage Garnishments, etc.
- Codes data for input to financial data processing system according to company procedures
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in accounting software from documents such as sales slips, invoices, receipts, check stubs, and computer printouts
- Prepares invoices, checks, account statements, reports, and other records, and reviews for accuracy
- Manage daily deposits in conjunction with daily sales reports
- Reconciles and balances accounts
- Processes and ensures accuracy of all membership drafts and online direct debit transactions
- Researches and corrects, as needed, membership account errors or discrepancies
- Prepares and issues annual tax forms, including W-2's and 1099MISC
- Monitors loans and accounts payable and receivable to ensure that payments are up to date
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business
- Audits invoices against purchase orders, researches discrepancies, and approves for payment
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills
- Computes and records refunds
- Calculates employee wages from records or time cards and prepares checks for payment of wages
- Compiles payroll data such as hours worked, commissions, bonuses, taxes and insurance, from time sheets and other records
- Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records
- Records data concerning transfer of employees between departments
- Reviews wages computed and corrects errors to ensure accuracy of payroll
- Prorates expenses to be debited or credited to each department for cost accounting records

- Prepares periodic reports of earnings, taxes, and deductions
- Keeps records of leave pay and nontaxable wages
- Prepares and issues paychecks
- Processes employee requests for company-offered benefits by determining deduction amount; notifies insurance broker(s) and updates payroll software
- Maintains records of all billings for auditing purposes
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services
- Conduct Financial Resource planning for current and future needs
- Enforces the organization's financial policies and procedures
- Monitors the preparation of the financial budget and enters approved budget into financial software
- Prepares and supervises financial reports in cooperation with all other departments
- Prepares and issues end-of-year child care expense statements
- Manage organizational cash flow and forecasting
- Experience in grant writing a plus

Human Resources

Administers policies relating to all phases of human resources activity by performing the following duties:

- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Recruits, interviews, tests, and selects employees to fill vacant positions
- Plans and conducts new employee orientation to foster positive attitude toward company goals
- Keeps records of benefits plans participation such as insurance, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Trains management in interviewing, hiring, terminations, promotions and performance reviews
- Oversees company trainings (i.e. – safety, First Aid & CPR, sexual harassment, etc.)
- Maintains training files and enforces required trainings for all applicable employees
- Advises management in appropriate resolution of employee relations issues
- Responds to inquiries regarding policies, procedures, and programs
- Administers performance review program to ensure effectiveness, compliance, and equity within organization
- Administers salary administration program to ensure compliance and equity within organization
- Administers benefits programs such as health and dental insurances, pension plans, vacation, holiday leave, leave of absence, and employee assistance
- Investigates accidents and prepares reports for insurance carrier
- Conducts wage surveys within labor market to determine competitive wage rate
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations
- Enforcement of all procedures to include: Job Descriptions, Employee Handbook, Operations Manual, etc.
- Administers Employee Recognition programs such as Employee of the Month/Year
- Facilitates Annual Holiday party, as well as other events, to boost employee morale
- Oversee Internship Program (recruit, interview, onboard, orientation, mid-term evaluation and exit interview)

Managerial Tasks

- Knowledge of & respect for United Sports Mission
- Knowledge of the rules and regulations of United Sports, including its Personnel Handbook, and abide by them
- Perform other duties and responsibilities as needed, required, or assigned by General Manager or Ownership