



JOB ANNOUNCEMENT

Accounting & Human Resources Administrator

January 17, 2023

OCCAC Mission: Leading a revolt on poverty through education, empowerment, and engagement.

OCCAC Values: Integrity. Accountability. Advocacy. Community.

Okanogan County Community Action Council (OCCAC) is seeking an initiative-taking, experienced Accounting & HR Administrator to assist the agency.

Salary Range: \$21.00 - \$34.58 per hour (DOE) with medical, dental, AD&D/LTD/LIFE, HSA, and Simple IRA. Non-Exempt

Deadline for Application: January 31, 2023, for first review. Position open until filled. Email cover letter, resume, and three professional references to HR@occac.com and/or call 509.422.4041 or 509.283.8679 with questions.

For a complete Job Description, go to www.occac.com/about-us/employment/

OCCAC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or genetics. In addition to federal law requirements, OCCAC complies with applicable state and local laws governing nondiscrimination in employment.

About Okanogan County:

Okanogan County is for the adventurous. Seventy percent of the land is state and federal forest with limitless recreation opportunities for fishing, hunting, hiking, biking, horseback riding, and more. You will find wide-open spaces teeming with wildlife, spectacular scenery from the Columbia River to the mountain peaks of the North Cascades, and family fun for all.

To learn more, go to www.okanogancounty.com and www.okanogancounty.org

JOB DESCRIPTION

ACCOUNTING & HUMAN RESOURCES ADMINISTRATOR

NON-EXEMPT

The Accounting & Human Resources Administrator (A&HR Administrator) will be a member of the Administrative Team to provide effective and efficient support services to the agency. The A&HR Administrator will adhere to all accounting standards and requirements pertaining to fiscal transactions, ledgers, and files. This position will help other staff to collect the information necessary and verify the accuracy of financial information. The A&HR Administrator will develop record keeping and clerical systems that promote the efficient operation of personnel administration and reporting of personnel information. The A&HR Administrator will provide information and training on personnel activities to staff and management. The A&HR Administrator will provide backup for the Agency's payroll functions. The A&HR Administrator will work with the Admin and Finance Director to coordinate personnel activities of the Agency.

The A&HR Administrator will be familiar with double entry and fund accounting applications. This position will have working knowledge of payroll applications that include State and Federal Tax report preparation. This position will be responsible for maintenance of personnel files to conform to agency personnel policies and State and Federal regulations, and to provide accurate information on employee status. The A&HR Administrator will maintain and coordinate all employee benefits including information regarding the agency's health insurance plan, IRA plan, and employee leave status. The A&HR Administrator will be available to management to assist in coordination and implementation of salary surveys, health benefit packages and obtain other information relating to personnel issues. This position will maintain training records and certification in the Agency's Human Resources Information System (HRMS). The A&HR Administrator will have a thorough understanding of agency personnel and travel policies. This position will field inquiries for previous and future employee references and be responsible to coordinate hiring and exit interviews.

The A&HR Administrator is supervised by and accountable to the Administration and Finance Director.

FINANCE DUTIES & RESPONSIBILITIES – 15%

- Assist Admin & Finance Director in annual audit report preparation.
- Assist Admin & Finance Director in preparing monthly, quarterly, and annual payroll tax reports to include the State Employment and Labor & Industries Tax reports and the Federal 941 and the State Combined Excise Tax report, W-2 and W-3 Tax reports.
- Assist in the preparation of agency monthly/weekly payroll.
- Vendor setup in MIP.
- Other projects as assigned.

PERSONNEL ADMINISTRATIVE DUTIES & RESPONSIBILITIES – 70%

- Onboarding for new employees.
- Maintain training records within the HRMS system.
- Comply with confidentiality standards regarding personnel information.
- Assist in preparing job announcements, coordinate the collection of job applications, set up interviews and assist Management in conducting reference checks.

- Coordinate process for employee complaints to include Sexual Harassment, ADA, and Affirmation Acton concerns.
- Provide employee authorization forms to the fiscal department for employee deductions.
- Field appropriate incoming inquiries including salary, longevity, and references for current and former employees.
- Assist Admin & Finance Director in preparing monthly the Board personnel and various reports relating to personnel activity.
- Prepare, maintain, retire and assure accuracy of personnel files in accordance with agency procedure and state and federal laws.
- Update and maintain all employee information in the HRMS system.
- Complete new hire reporting online through DC
- Complete SS# checks online
- Provide necessary forms and information to employees related to employment or benefits.
- Coordinate health insurance coverage (including COBRA), arrange for IRA plan participation.
- Provide agency orientation to new employees.
- Assist with coordinating and presenting group/individual training to staff on personnel policies.
- Other projects as assigned.

GENERAL ADMINISTRATIVE DUTIES & RESPONSIBILITIES – 15%

- Assist the Admin and Finance Director and Executive Director with scheduling and other projects as assigned.

QUALIFICATIONS

- Ability to work on a Team
- Strong organizational and detail-oriented skills
- Strong writing and grammar skills
- Ability to produce accurate reports in a timely manner under deadline
- Strong communication and interpersonal skills
- Microsoft Suite, Windows, and computer file management skills. MIP Fund Accounting software experience preferred. Strong experience and skills developing and using Microsoft Excel spreadsheets and applications.
- Two years' experience in the personnel field and accounting field with demonstrated knowledge of Payroll, Quarterly tax reporting, basic accounting functions and cycles, personnel files, and policies and procedures
- Familiar with State and Federal employee regulations
- Ability to research and develop information associated with personnel issues
- Experience in working with management
- Knowledge of OMB Uniform Guidelines
- Knowledge of State and Federal payroll tax reporting
- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, standard keyboards and office equipment or controls and reach with hands and arms. The employee will occasionally need to lift and/or move objects up to 20 pounds and seldom lift and/or move objects up to 20 pounds above their head. Noises in the work environment are usually moderate.