

## *Finance and Human Resource Assistant Job Description*

Job Title: Data and Resource Assistant Job Description  
Supervised by: Director of Finance and Administration  
Supervises: N/A  
Classification: Entry-level, part-time, 30 hours per week, Nonexempt  
Date: June, 2018

### **THE ORGANIZATION:**

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, violence-free, supportive, self-help environment for individuals and families in crisis. Between Friends' counselors empower individuals to make their own decisions and choices, rather than making choices for them. Between Friends helps victims and children to recognize that their experience is shared and that the problem of domestic violence is social and political. To learn about its programs go to [www.betweenfriendschicago.org](http://www.betweenfriendschicago.org)

### **SUMMARY**

The Finance and HR Assistant is responsible for executing a wide range of bookkeeping, HR, donor database and administrative functions and works closely supporting the Finance and Administrative Director, Development Department and the Executive Director.

This entry level position must have interest in bookkeeping, data management, human resources and, most importantly, a willingness to learn. This position will be working in a collaborative work environment as part of an administrative team and will have the opportunity to see 'from the inside' how a finance and HR department of a mid-sized nonprofit is run, with exposure to many aspects of nonprofit management. The Assistant will be able to build their resume by assisting in the operations of a well-respected violence prevention organization.

### **RESPONSIBILITIES**

#### **Bookkeeping (40% of the position)**

- Process accounts payable and accounts receivable
- Make bank deposits
- Maintain all other finance department files
- Contact vendors to trouble shoot issues
- Assist with budget development and monitoring
- Provide staff with various financial reports and financial data
- Implement accounting procedures and follow finance department policies
- Keep financial information confidential
- Conduct other finance related duties as assigned

#### **HR (30% of the position)**

- Process payroll and track PTO hours. Train staff on using the online time and labor system, troubleshoot issues. Set up new employees with online payroll service company and benefits
- Meet with new employees and new interns and process necessary HR forms.
- Initiate the online background checks prior to state date for new employees and interns
- Assist with training, orientation and onboarding of new staff, including orientation of safety protocols
- Manage job postings, track status of candidates, assist with interview and hiring process
- Update the organizational chart and job descriptions when necessary
- Update *Personnel Policies* manual and procedures
- Set up and assist with staff development and trainings

**Database Administration (approximately 15% of the position)**

- Serve a lead staff managing the donor software program. Conduct gift-tracking and provide donor acknowledgement letters. Ensure accurate record-keeping of contributions.
- Write and revise database procedures. Responsible for upholding best practices in database
- Develop custom reports and provide analysis, produce financial and evaluation reports
- Enters program evaluation data and supports the production and submission of program reports

**Facilities and IT (12% of the position)**

- Set up computers, install software, and manage email accounts. Trouble shoot IT problems, serve as in-house desk top support person for simple tech issues; refer more complex issues to IT vendor/firm. Monitor IT firm's work
- Serve as staff liaison to daily cleaning company
- Approve requests for facilities repairs within approved budget
- Ensure rooms are set up for programs/events. Develop system for staff to place facilities requests
- Responsible for day-to-day facilities management and communication. Serve as staff contact for all facility needs, interfacing with building maintenance vendors to resolve issues in a timely way

**Other (3% of the position)**

- Assist with special events by taking on assigned day-of-event activities and wrap-up work
- Assists the Finance and Administrative Director and the Executive Director as needed with reports, projects, correspondence, etc.
- Serve as an articulate and passionate spokesperson in the Chicago community
- Attend and actively participate in educational programs and departmental and staff meetings as requested
- Protect organization's value by keeping information confidential
- Answers the crisis and business line as needed

**QUALIFICATIONS:****Education**

- A degree or working towards a degree in bookkeeping, accounting, of human resources
- Demonstrated interest in human rights issues

**Experience and Skills**

- Previous bookkeeping experience required
- Great math skills
- Some previous administrative experience required
- Previous database management skills highly desirable
- Experience with Microsoft Office required, high comfort level with Excel expected
- A bookkeeping and Excel test will be required of the final candidate(s) before hiring.

**WORK ENVIRONMENT:**

- This position operates primarily in a professional office environment that is not fully accessible
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 40 pounds
- Evening and weekend work occasionally may be required
- Some travel to off-site locations in the Chicago metro area is required (post office and bank primarily)
- Workplace is a smoke- and drug-free environment
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed,

religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes

**COMPENSATION: \$15.00** per hour.

**TO APPLY:**

- Submit cover letter indicating why this position is of particular interest to you, what hours you are available to work, your resume, and rate expectation to:  
[careers@betweenfriendchicago.org](mailto:careers@betweenfriendchicago.org). Please write your name (Last, First) in the subject line of your e-mail
- Incomplete applications will not be accepted. No phone calls please. Position begins ASAP.