



HR/Finance Associate **Job Description**

IAC Mission: The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage

Job Description:

Reporting to the Director of Finance and Operations, the HR/Finance Associate will be responsible for daily finance and HR/payroll related accounting activities such as processing semi-monthly payroll, accounts payable, accounts receivable, payroll allocations, general ledger entries, reconciling bank and credit card statements, new hire onboarding, and reporting. Contribute to the Finance Department achieving all required accounting and government standards and company's objectives and mission.

Duties and Responsibilities:

Financial Management

- Assure that all monthly, quarterly & annual vouchers and reports for public and private funding sources are submitted on time.
- Process all accounts payables and receivables including benefits, such as health insurance, dental & life insurance, and 401k employee deductions.
- Submit support with invoices to the Director of Finance and Operations/Executive Director for approval.
- Reconcile monthly bank statements and credit card statements.
- Update general ledger to assure all payroll related costs and other expenses are correctly expensed and allocated to the correct department and source every month.
- Meet deadlines related to IAC's monthly accounting cycle.
- Maintain and update vendor, personnel and grants files.
- Participate in audit preparations, including internal and funder audits.
- Support financial and project/program grant expense tracking, ensuring compliance with program budgets and alignment with grants through the grant/fund period.
- Manage cash and deposits; maintain agency's financial policy and procedures.
- Carry out daily accounting activities.
- Maintain compliance with federal, state and local laws as well as funder requirements.
- Ability to conform to Generally Accepted Accounting Procedures (GAAP) and grant specific standards and requirements.
- Participate in continuous improvement and system enhancement projects.
- Perform other various accounting support tasks or projects as assigned.

HR/Payroll

- Process accurate and on-time semi-monthly payrolls.
- Audit timesheets, pre-process payroll register, employee census for accuracy and submit it to the Director of Finance for approval before submitting payroll

- Update salary allocations in Paylocity before first payroll of the month based on salary allocations spreadsheet.
- Run payroll reports: payroll register, payroll summary, labor distribution, payroll GL ledger, etc; Export payroll GL ledger to Quickbooks.
- Assist staff and managers to assure timely submission of employee's time cards, PTO request and approvals, and other payroll-related items.
- Partner with employees with the open enrollment process.
- Prepare/update employees benefit and census spreadsheet
- Complete onboarding of new hires and terminations process.
- Lead and respond timely to all legal and payroll related correspondence, benefits enrollment/termination, unemployment claims, employment verifications, etc.
- Review quarterly and annual payroll-related tax filings for accuracy.

Salary Range: Full Time, exempt position, Salary Range \$45,000 to \$55,000 commensurate with experience.

Reports to: Director of Finance and Operations

Requirements:

- Degree in accounting, business, finance, human resources or related field.
- Preferred 4 years of experience in a similar position.
- Superior attention to detail, problem solving and good time management skills.
- Competency in QuickBooks, Paylocity, Microsoft applications including Word, Excel and Google Suite.
- Excellent written and verbal communication skills.
- Able to contribute positively as part of a team.

IAC is an equal opportunity employer. IAC offers competitive benefits including health, dental, and life insurance, 401K, flexible schedule, and generous PTO. Please forward resume, cover letter, and list of three professional references. Interested applicants should submit to: Human Resources at jobs@indoamerican.org

Deadline for Submission: November 30, 2021