

*Mission: Working Together Toward Lasting Solutions to Homelessness*

*Vision: Interfaith Partners Deeply Engaged in Transforming Our Communities*

*Values: Compassion, Equity, Integrity, Faith Driven, Transformation*

### Job Description

<b>Position:</b> Bookkeeping and Payroll Assistant	<b>Department:</b> Finance and HR
<b>Reports to:</b> Chief Operating Officer	Hours per week: 40
<b>Type of Position:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> <b>Non-exempt</b> <input type="checkbox"/> Unpaid
<input checked="" type="checkbox"/> <b>Employee</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> Part-time <input type="checkbox"/> Temp
<b>ORGANIZATIONAL DESCRIPTION</b>	
<p>Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.</p> <p>Racial Equity is a high priority for us. We have had a team of staff and board members working on our anti-racism and equity efforts for several years. Our mission is “working together toward lasting solutions to homelessness.” Since people of color are disproportionately likely to become homeless, we must address this as part of our mission.</p> <p>Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person.</p>	
<b>SUMMARY</b>	
<p>Provide bookkeeping support for the Finance Office, primarily accounts payable processing and bank reconciliations. Provide HR administrative support for the Chief Operating Officer as well as support other departments within the organization with HR needs such as payroll processing, hiring and benefits enrollments. All work is led with a racial equity lens.</p>	
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Input weekly accounts payable and process disbursements for all program areas.</li> <li>• Upload check batches to bank positive pay system</li> <li>• Assist in processing billings to funders.</li> <li>• Perform bank reconciliations for payee program.</li> <li>• Process payroll semi-monthly using Paylocity</li> <li>• Support recruitment efforts for exempt and nonexempt personnel.</li> <li>• Maintain employee personnel files (includes archiving former employee files).</li> <li>• Review monthly medical and dental statements to verify accuracy.</li> <li>• Complete background checks.</li> <li>• Administer the onboarding and termination of employees.</li> <li>• Track sick and vacation leave banks.</li> <li>• Process annual pay increases both electronically and hard copy.</li> <li>• Actively utilize racial equity lens in all aspects of HR and finance work.</li> <li>• Other duties as assigned.</li> </ul>	

<b>WORK and/or EXPERIENCE REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Education or current experience (1 year or more) working directly in Human Resources, especially in payroll and benefits administration</li> <li>• One year successful experience in bookkeeping or payables.</li> <li>• Solid understanding of current HR and bookkeeping practices</li> <li>• Demonstrated commitment to racial equity</li> <li>• Excellent attention to detail and organization.</li> <li>• Intermediate experience using Excel and Word</li> <li>• Willingness to learn.</li> </ul>
<b>ADDITIONAL PREFERENCES</b>
<ul style="list-style-type: none"> <li>• Working knowledge of Office 365</li> <li>• Ability to prioritize and organize workload while also being flexible as priorities change.</li> <li>• Quick learner for new processes and technology.</li> <li>• Maintain constructive and cooperative working relationships with others, including complete and clear communication with supervisor.</li> <li>• Apply general rules to specific problems to produce answers that make sense.</li> <li>• Communication skills that clearly express and understand information, instructions and ideas verbally and in writing.</li> <li>• Experience in leading an organization in developing or implementing anti-racism and equity based policies</li> <li>• Demonstrated commitment to ethnic and religious diversity, including all faith traditions (religions).</li> </ul>
<b>EQUIPMENT and SOFTWARE USED</b>
<ul style="list-style-type: none"> <li>• Desktop computer with Windows 7 and 8.1 Pro, Microsoft Office Pro 2017, Outlook and Office 365</li> <li>• Quickbooks Online.</li> <li>• Paylocity</li> <li>• Photocopiers and other office equipment.</li> </ul>
<b>PHYSICAL REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Ability to sit at desk and operate computer for 8 hours per day, with breaks and movement around the office for daily tasks..</li> </ul>
<b>COMPENSATION</b>
<p><b>Pay Range: \$20.13 – 24.12 per hour depending on experience</b></p> <p><b>Benefits:</b> Full benefit package including employer 100% paid medical, dental, life and disability for employees, generous vacation and sick time and 12 holidays per year plus 2 floating holidays. Some remote work and flexible work scheduling is possible with supervisor approval.</p>
<b>APPLICATION PROCESS</b>
<p><b>Pay Range: \$23.91 – 28.99 per hour depending on experience</b></p> <p>This position will remain open until filled. <b>The first review of applications will be November 22, 2022.</b> Application must include a cover letter and resume addressing position requirements. Apply through InDeed or send to: Associated Ministries, Attn: HR, 901 South 13th Street, Tacoma WA 98405. No phone inquiries, please.</p>