



Position Title: Accounting & HR Assistant

Job Type: Part-time

Dept., BU / Section: Accounting/HR

Reports to: Accounting & HR Dept

Summary:

Handles day-to-day human resources responsibilities including payroll and benefits administration. Performs a variety of accounting functions related to accounts receivable and payable, general ledger, billing and budgeting.

Key Responsibilities/Accountabilities:

1. Maintains accurate and confidential payroll records, salary authorizations and related employment documents such as tax withholding and I-9 forms.
2. Ensures smooth communication with employees and timely resolution of all payroll and benefit inquiries.
3. Coordinates with the payroll service (Paylocity) to prepare the semi-monthly payroll and make payroll changes. Verifies the accuracy of the payroll and the data collected from the electronic timesheet system for non-exempt employees.
4. Submits online job postings, shortlists candidates, and schedules job interviews.
5. Administers employee benefits programs, including health insurance, and other ancillary benefits.
6. Processes accounts payable invoices and employee expense statements including tracking and entry into the accounting system.
7. Prepares accounts receivable invoices for contracted services, training classes, and other billing needs. Follows up with customers on any past due accounts to ensure timely collections.

8. Maintains paperless filing system for all accounting entries.
9. Monitors and enters bank activity into the accounting system (Sage 100) weekly.
10. Prepares monthly accounting entries and account reconciliations, as assigned.
11. Assists with the annual budgeting process and monthly analysis of budgeted to actual costs.
12. Assists with audit work, as assigned.
13. Provides other accounting assistance to Senior Accountant as requested.

Qualifications:

Generally requires a bachelor's degree from an accredited college or university with a major in human resource management, business administration or a related field of study. A combination of high school education and demonstrated related work experience may be substituted for a college degree. Applicant should have knowledge of general HR functions and employment related laws. The position requires considerable knowledge of MS Office software with an emphasis on Excel. The individual should be customer focused, demonstrate high levels of integrity and initiative, be an effective decision maker, communicate effectively, and be adaptable. The candidate should also have the ability to maintain confidentiality and handle sensitive employee information with discretion.

Number of Reports: N/A

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

To Apply:

Please email, fax or mail resume to the following:

Electric Cities of Georgia, Inc.
Attn: Accounting & HR Assistant Position
1470 Riveredge Pkwy, NW
Atlanta, GA 30328
p. 770.563.0514
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scoleman@ecoga.org