

Pet Network Humane Society

Position Description

Date: June 2020

Position: Director of Finance & Human Resources - Full Time Salaried

General Description of Position: The Director of Finance & Human Resources provides oversight and evaluation of all fiscal and human resources processes and related functions for the organization. Manages all accounting related tasks including generation of financial reports and assists with budget preparation. Responsible for administration of human resources activities including payroll, benefits, employee records and compliance. As a member of management team, serves as a role model and resource to all staff.

Reports to: Executive Director (ED)

Duties and Responsibilities:

1. Provide oversight and assistance with any fiscal related aspects of shelter operations.
2. Organize and process payments, invoices, and the filings of all accounts payable and accounts receivable transactions for the organization including invoicing to businesses.
3. Organize, process payments/reimbursements, and maintain tracking schedules for restricted and temporarily restricted donations and fixed asset inventory schedules as needed.
4. Review and input daily cash receipts. Input all monies received via mail and online activity. Coordinate with respective staff as needed for review and/or follow through as needed.
5. Deposit all donations, fees, and other accrued funds at bank at least weekly.
6. Oversee and monitor internal controls for money handling procedures.
7. Review paperwork/receipts submitted for petty cash expenditures and replenish accounts as needed.
8. Complete month end accrual accounting activities including
 - a. Preparing and posting journal entries.
 - b. Reconciling all cash accounts
 - c. Reconciling all investment accounts.
 - d. Reviewing trial balances and make adjustments/corrections as needed.
 - e. Reviewing, generating and distributing financial statements.
 - f. Compiling, generating and distributing other fiscally related month end reports for various and ongoing programs and fundraising activities.
9. Support annual budget process by responding to needs and information requests of ED and departmental directors. Assist ED with design and maintenance of budget spreadsheet.
10. Support annual CPA audit process including providing and/or obtaining all needed reports and requests for information and other needs of audit staff.
11. Assist ED with research and reporting related to other financial aspects of shelter including but not limited to cost analysis, ROI, efficiency studies.
12. Assist ED with communications and other needs for related vendors including insurance companies, investment firms, and banking institutions.
13. Oversee non-profit and tax ID filings, documentation, and record retention.
14. Oversee Workers' Compensation activities.

15. Maintain employee personnel files and agency records including but not limited to insurance documents, contracts and vendor files.
16. Administer employee benefit plans, including Workers' Compensation and health insurance.
17. Notify supervisors of payroll transmittal deadlines and other special requests as needed.
18. Review and transmit payroll information every other week. Maintain all payroll related files and records.
19. Review and process payments to outside vendors for payroll related deductions as needed.
20. Work with directors to provide administrative support for all staff reporting requirements related to HR needs and compliance reporting.
21. Collaborate with directors to identify, analyze, and develop strategies to address employee relations issues. Proactively and reactively respond to employee inquiries regarding HR issues.
22. Assist directors to recruit, mentor, develop, and retain dedicated staff.
23. Track and support delivery of staff performance evaluations.
24. Coordinate job postings and current job descriptions.
25. Maintain appropriate inventory of office supplies and staff uniforms; handle ordering, negotiating with vendors, receiving and inventory control.
26. Other duties as assigned.

Job Conditions:

Working conditions include working alone or with others, working outside in varying weather conditions, frequent interruptions and some evening meetings/classes. May be required to work in an environment where there are fumes, temperature fluctuations inside and outside of building, noise, chemicals, poor ventilation, dirt, dust and insects.

Working Conditions:

Office with computer and internet access. May also be required to attend outdoor events.

Equipment Use:

Telephone, computer, fax machine, copier, printer, adding machine, paper shredder and other office related equipment.

Work Hours:

This is a full time salaried position. Majority of the work will be accomplished Monday through Friday with some flexibility required to attend occasional evening and/or weekend events. Flexibility is also possible with respect to regular work hours as long as it does not interfere with agency needs.

Mental Demands:

Position requires excellent organizational skills and well as a high level of accuracy and attention to detail. Must have ability to multitask, prioritize and handle high levels of stress. Must be dependable and have proven ability to meet deadlines. Self-starter with ability to work independently and follow detailed instructions without need for constant support.

Physical Demands:

This position involves desk & computer work, but could also require being on your feet for extended periods of time. Position includes (car) travel for errands and some lifting. Must be able to work at a fast pace. Must be able to lift 30 pounds.

Qualification Requirements:

- Minimum of 3 years full-charge bookkeeping experience.
- Proven and demonstrable proficiency with QuickBooks accounting software, Excel and Microsoft Word.
- Minimum of three years' experience with Human Resources including payroll services
- Strong attention to detail with high degree of accuracy.
- Strong interpersonal, customer service, time management, and written and oral communication skills.
- Goal oriented self-starter with ability to multitask.
- Professional in appearance and behavior.
- Must have a passion for animals and support the mission of Pet Network Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.