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## Job Description

### ACCOUNTING & HUMAN RESOURCE SPECIALIST

- REPORTS TO:** Director of Finance
- BASED AT:** Barnabas Foundation, Crete, IL
- SCHEDULE:** Full-time, 40 hours between the hours of 7 a.m.-5:30 p.m.
- OVERVIEW:** The successful Accounting & Human Resource Specialist is an organized and detail-oriented individual who appreciates variety in their work. He or she would find joy and meaning in work that is administrative in nature.
- PURPOSE:** Provide intermediate accounting and human resource recordkeeping functions.

### KEY RESPONSIBILITIES

- Process accounts payable and provide for vendor compliance.
- Post payments on accounts receivable from member charitable organizations.
- Monitor and record non-gift receipts for rents and notes receivable.
- Prepare and submit state annuity filings and compliance reporting.
- Maintain payroll hours, rates, deductions and submit the semi-monthly payroll information using the payroll service website.
- Assist with new employee hiring and onboarding, including collection of signatures on all required forms.
- Maintain employee benefit program enrollments, informational announcements and annual renewals.
- Maintain policy and procedure files.
- Assist Accounting Manager with annual budget for staff compensation and benefits.
- Serve as the employee expense reporting software administrator, review expense report submissions for approval and process payments.
- Assist with preparation of financial reports and detailed audit schedules.
- Assist with the monthly financial closing process.
- Assist with trust tax returns and other tax filings.
- Assist the Director of Gift Administration and Director of Finance with client correspondence as needed.
- Assist other finance team members with excess workload during busy times.

## **QUALIFICATIONS**

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Positive attitude and enjoys working with other team members.
3. Trustworthy and able to keep sensitive information confidential.
4. High school diploma required; college degree helpful, but not required.
5. Basic understanding of finance and accounting principles.
6. Proficient writing ability and verbal communication skills.
7. Ability to multi-task in an organized manner.
8. Excellent keyboarding and computer skills mandatory.
9. Proficient knowledge of Word, Excel, and Outlook.
10. Familiarity with client database software programs.
11. General mobility is necessary to complete multiple tasks around the office.

**Interested individuals should send their cover letter and resumé to:  
[jobs@BarnabasFoundation.org](mailto:jobs@BarnabasFoundation.org)**