

Date Posted: January 6, 2012
Closing Date: January 20, 2012
Accounting\Human Resources Position

ACCOUNTING/HUMAN RESOURCE ASSISTANT POSITION ANNOUCEMENT

The Northwest Georgia Regional Commission in Rome, Georgia is seeking hire to an Accounting\Human Resources Assistant to work in the Finance\Human Resource Department. The position is non-exempt position. Interest individuals may submit an application and resume to the following mailing or email address: Ms. Angela Hudson, Finance/Human Resource Director, Northwest Georgia Regional Commission, P. O. Box 1798, Rome, GA 30162-1798 or ahudson@nwgrc.org.

The purpose of this job is to assist the Finance/Human Resource Director in managing the administrative functions of the Finance and Human Resource Department of the Northwest Georgia Regional Commission (NWGRC). Duties and responsibilities include, but are not limited to, ensuring compliance with the NWGRC personnel policies and procedures and financial management policies by all employees.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates the administrative functions of the Finance\Human Resource Department including coordinating appointments and schedules for the Finance\Human Resource Director
- Oversee management of the building operations for NWGRC Rome office location
- Coordinates and manages the wellness\safety program for the NWGRC
- Assists with the maintenance of all accounting records for the Northwest Georgia Regional Commission
- Post journal entries prepared by other finance employees
- Perform human resources orientation for all new employees
- Inputs all employee demographics into the human resource module on the AccuFund financial system
- Perform employee I-9 employment verification for new hires
- Order supplies for the Finance\Human Resources Department
- Codes all Finance/Human Resources Department invoices; monitors the encumbrance reports to ensure that purchase orders are properly liquidated
- Maintains the Finance/Human Resource Department's files and records in compliance with the State of Georgia's record retention requirements
- Maintains a schedule of all federal and state grants and local service contracts
- Assist with the preparation of the annual budget
- Assists with the coordination of the external audit and preparation of the required work paper schedules and account analysis
- Maintains the monthly postage inventory reconciliation schedule
- Prepares special reports and financial analyses at the request of management.
- Provides technical assistance to other departments regarding human resource matters and use of the financial system
- Prepares written correspondence to vendors or other agencies as necessary
- Communicates with vendors regarding invoices and purchases made by the NWGRC in resolving issues
- Performs clerical duties, such as copying documents, typing, etc.
- Performs other related duties as required.

Knowledge, Skills and Abilities

Has the ability to acquire knowledge of the policies, procedures, and activities of the Finance/Human Resource Department as they pertain to the performance of duties relating to the position. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Has ability to learn the comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Is able to utilize and understand computer applications and techniques as necessary in

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the completion of daily assignments. Has the ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department. Requires ability to acquire knowledge of Fair Labor Standards Act, government computerized financial management system, and relevant federal, state and local laws, ordinances, and grant requirements. Requires skill in the use of computers; ten key calculator, fax machines, typewriters, and other office equipment. Requires skill in the use of various software packages; and proficiency in using Microsoft Excel, Microsoft Word and Microsoft Outlook.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two years of experience is required, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.