

## **Bookkeeper and Human Resources Administrator**

### **Position Description**

**Position:** Bookkeeper and HR Administrator

**Department:** Accounting / Human Resources

**Reports to:** Executive Director

**FSLA:** Exempt

**Status:** Full-Time (40 hours/week)/ Salary

**Date Updated:** 6/2018



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#### **Position summary:**

The Bookkeeper and HR Administrator serves as the principal financial and human resources position for the organization. The Bookkeeper and HR Administrator will have the primary day-to-day responsibility alongside executive team for planning, implementing, managing and controlling all financial-related activities of the organization. He/she is directly responsible for the accounting, finance, forecasting, assisting in strategic planning, human resources, legal issues affecting the company/industry, regulatory compliance, property management, negotiation analysis and partner/investor relationships. As a main point of contact for the organization, it is imperative that the Bookkeeper and HR Administrator maintain a thorough understanding and ability to communicate MMN's programs, goals and mission, environmental protection initiatives, sustainable waste management practices, traditional ecological knowledge and eco-psychology as well as a desire to create positive social change. This is generally an office position in which work is performed in the MMN Puunene office and base yard environments with moderate to little supervision or assistance; however, some field participation is required. The Bookkeeper and HR Administrator will be held accountable for exercising discretion in sustainably managing the organization's finances as well as ensuring appropriate measures are taken to mitigate financial and legal risk.

#### **Essential Job Functions:**

##### **Financial:**

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives, including recommendations that enhance financial performance
- Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory action
- Determine policy on all accounting/auditing, financial and budgeting strategies
- Construct and monitor reliable internal control systems
- Develop budget and cash flow management processes, including performance measures that support MMN's strategic direction and risk management planning and mitigation
- Manage with Executive Director programmatic spending allocations within a non-profit, grant funding based budgetary system
- Process payroll and file all associated Federal and State tax returns and fringe benefits reports
- Process requisition and invoice payment forms for all vendors and issue checks
- Prepare financial documents associated with grant reporting and process grant applications
- Ensure the organization complies with all legal and regulatory requirements
- Maintain appropriate insurance coverage
- Prepare annual budget forecasts and monthly budget reports for the ED and Board of Directors

##### **Human Resources:**

- Regularly monitor personnel policies, procedures, and practices to ensure they meet the affirmative action principles, including but not limited to: compensation strategy, employee handbook revisions, performance

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appraisal guidelines and conducting periodic salary surveys to ensure internal equity and the organization's capacity to provide industry competitive employment opportunities, etc.

- Maintain employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Develop and negotiate contracts, manage and administer employee benefits programs, including health care plans, long-term disability, worker's compensation, unemployment, retirement, etc.
- Serve as main point-of-contact for carrier representatives regarding claims, premium rate changes, etc.
- Facilitate employment process including recruitment, selection and placement of support employees and some professional employees. This may consist of employment advertising, working with employment agencies, skills testing of applicants, interviewing, salary negotiations, reference checking and new employee orientation.
- Develop up-to-date, online HR resource center for internal use by the organization's staff that organizes and streamlines HR information and processes.
- Manage personnel permanent files; maintain organizational structure by updating job requirements and job descriptions for all positions.
- Partner with Executive Director to communicate Human Resources policies, procedures, programs, and laws to staff.



#### **Other:**

- Inspire, educate and empower the local community by acting as an exemplary representative of Malama Maui Nui. This requires maintaining an optimistic attitude and demonstrating positive behavior that reflects the mission and core values of Malama Maui Nui at all times.
- Enhance and/or develop, implement and enforce organizational policies and procedures by way of systems that will improve the overall operation and effectiveness of the organization.
- Develops records-management procedures that maintain, update, and retrieve data in an effective and efficient manner.
- Develop a variety of reports for management to meet government regulatory requirements and own departmental needs
- Perform all other duties as assigned by the Executive Director
- Prepare reporting with the board of directors

#### **Supervisory Responsibilities:**

This position may supervise assigned personnel, including front line staff and/or support staff, as well as volunteers.

#### **Education:**

Required: A bachelor's degree in Finance, Accounting, Public/Business Administration and/or other associated fields

Preferred: A MBA and/or CPA is highly desirable.

#### **Experience:**

8+ years of progressively responsible leadership roles in Accounting and/or Human Resources management at a nonprofit with preferred experience in a Waste Management facility, Natural Resource program, or similar organization(s). Previous experience with Quickbooks, Microsoft Office, and grant-based budget development required.

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Preferred experience with management of environmental protection practices related to sustainability/waste/landfill diversion.



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#### **Skills:**

- Proven financial management skills
- Superior ethics and business acumen
- Possess a high level of analytical and technical capacity
- Maintain legal comprehension especially with regard to regulatory compliance
- Ability to respectfully and effectively communicate, both verbally and in writing, with employees, vendors, partners and the general public alike
- Capacity to manage duties and responsibilities dynamically in a team environment
- Ability to productively use Quickbooks, Smartsheet, Microsoft Office 365, databases, the internet and remain adaptive to new technology

#### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc. This is a full-time position and hours of work and days are typically Tuesday through Saturday 7:00am –3:30pm. Occasionally, special events will require work outside of this time frame.

#### **Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a physically demanding position requiring individuals to:

- Frequently sit, stand, walk, stoop, kneel and crouch
- Regularly sit, use hands and fingers to handle, grip and feel; reach with hands and arms; talk and hear