JOB DESCRIPTION

TITLE
Finance Assistant/HR Assistant

SUPERVISION RECEIVED
Business Manager

CLASSIFICATION
CSBG Cares Act Grant Position

SALARY RANGE

GENERAL AREA OF RESPONSIBILITY

The Finance/HR assistant will be under the direct supervision of the Business Manager and will assist payroll, timesheets, updating personnel records and tracking invoices for vendor payment.

MAJOR DUTIES
1. Collect time sheets for all programs. Review timesheets for correct entries.
2. Assist in vendor payments, acquire signatures from those assigned to checks.
3. Assist in monthly financial reports to the Executive Director, funding sources and WSDCA, Inc. Board of Directors.
4. Assist in the planning of financial sections of all grant applications.
5. Assist in maintaining perpetual inventory.
6. Work with the Cares Act Service Coordinator for new hires and training.
7. Review, agency human resources policies and make recommendations for improvement.
8. Assist in and participant data system implementation.
9. Attend staff meetings.
10. Review standards of HR and communicate needed changes to supervisor.

QUALIFICATIONS
1. Bachelor’s degree in related field; one (1) year administrative experience and one (1) year Supervisory experience; OR High School diploma or GED with six (6) years related experience with at least one (1) year administrative and one (1) year supervisory OR any combination of the above.
2. Valid South Dakota driver’s license with no major violations within the last three (3) years.

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