



Massanetta Springs

TITLE: Bookkeeper and HR Administrator

REPORTS TO: Executive Director

STATUS: Part Time; Non-Exempt

REVISION DATE: July 2021

BASIC FUNCTION: The Bookkeeper and HR Assistant will support Massanetta's mission to be, "a place for all people to experience God through renewal, discovery, and hospitality," interact with guests and staff in a way that reflects that mission. This position will have primary responsibility for ensuring the accuracy and transparency of our financial operations. Working closely with the Executive Director, this position will oversee Accounts Payable, Accounts Receivable, Payroll, and financial reporting. This position will also help with administration of benefits, onboarding employees, running background checks, keeping employee files up to date, orienting new employees to our personnel manual and benefits.

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under the supervision of the Executive Director, administrate the financial (bookkeeping and accounting) functions of the corporation including, but not limited to, accounts payable, accounts receivable, payroll, timely filing of payroll taxes, submitting sales tax, collection and deposit of receipts, investments, procurement, automated systems, cash handling procedures, monthly and annual statements, balance sheets, and other pertinent financial and statistical data.
2. Ensure monthly, quarterly, and annual financial reports are accurate and available on a timely basis. Provide other requested financial data to staff and board members as requested in the same manner.
3. At the request of the Executive Director, provide information relevant to the annual budget process.
4. Administer benefit policies including, but not limited to interpreting benefit programs for employees, tracking accrual and use of benefit hours.

5. Serve as primary administrator of Massanetta Springs Board of Pensions account. (The Board of Pensions is where medical, dental, vision, retirement savings plan, and other benefits are housed for the organization.)
6. At the Direction of the Executive Director, administer the Human Resources functions of Massanetta Springs including, but not limited to, maintaining personnel files, and educating employees on the personnel manual.
7. Serve as primary data gatherer/supplier for Massanetta Springs annual financial review/audit.
8. As requested by the Executive Director, provide information to appropriate Board of Trustee committees to assist in the work.

REQUIRED SKILLS, QUALIFICATIONS, & COMPENSATION:

Education:	A combination of education and experience in a related field suited to the position.
Experience:	Experience in the broad aspects of financial management and accounting. Experience in the hospitality industry and/or a non-profit setting is desirable. Working knowledge of HR functions, specifically in benefits and policy administration.
Skills & Qualities:	Requires a minimum of intermediate computer skills, with proven experience utilizing payroll and benefits software. Quickbooks experience is a plus. Attention to detail and skills in organizing data; Ability to keep information confidential required;
Work Schedule:	Part-time (20-25 hours/week) with very occasional weekend or evening work a possibility.
Physical Requirements:	This position requires the ability to sit at desk/computer for long periods of time. It also requires the ability to move about campus as job duties required. Occasional lifting of weights, generally 20lbs or less will be required.
Working Conditions:	Periods of concentrated work. Work collegially with staff, trustees, guests, vendors, and all those who interact with the required job functions.
Required License / Certification:	Requires a valid driver's license from state of residence and an acceptable driving record in order to operate company vehicles.
Salary/Benefits:	Salary commensurate with experience. Benefits administered per the Massanetta Springs personnel policy manual. As a part time position these benefits include annual leave accrual, paid holidays and other benefits. (It does not include medical or dental.)
Background Check:	Job is contingent on receiving acceptable results from background check, employment references.and understanding of and compliance with Massanetta Springs' Protection of Minors Policy.

The above position description has been reviewed and its content is believed to be complete and accurate. Massanetta Springs, Inc., as an employer, retains the discretion to add or change the functions, responsibilities, and/or qualifications for this position at any time.

This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description is intended to describe the general nature and level of work being performed by people assigned to this job. This should not be construed as an exhaustive list of all responsibilities, duties, skills, knowledge, and abilities required of job incumbents. Further, the description is not intended to limit or in any way modify the right of any supervisor to assign, direct or control the work of employees under his/her supervision.

Employee

Date

Reviewed by Executive Director

Date