



THE OHIO FAMILY CONNECTION  
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[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

## **Job Description**

### **Finance and Human Resources Assistant (Full-Time)**

**Department: Administration**

**Supervisor: Director of Finance and Operations**

**FLSA Status: Non-exempt**

### **Background of Organization**

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents); adoptive, kinship and foster care families; youth in foster care; foster care alumni; siblings; and the professionals who serve them. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption and child welfare practice, policy and law.

### **Job Summary**

The Finance and Human Resource Assistant will maintain accurate records and internal controls, in accordance with generally accepted accounting principles, and prepare accurate accounting documents on a daily basis. The Finance and Human Resource Assistant also assists in the administration of all areas of Human Relations within the organization.

### **Responsibilities**

- Perform administrative and clerical functions in support of the Director of Finance & Operations.
- Input vendor invoices and internal check requests, including expense reports, timely and accurately. Attention to detail specific to general ledger account codes and departments is necessary for accurate reporting.
- Process check requests and forward all paperwork to check signers for review and signature.
- Assist the Director of Finance & Operations with the maintenance of the cash disbursement and deposit journals, general and cost ledgers, posting accounting transactions and preparing reconciliations.
- Follow established procedures for processing and recording receipts of cash and credit card deposits. Prepare cash sheet, reconcile cash sheet to bank deposits and cash sheet prepared by the Administrative Assistant, and accurately record receipts into accounting software.

- Make bank deposits. Input credit card transactions into payment site. Handle petty cash.
- Provide audit assistance as required. Assist with providing information for the filing of the 990 and 1099 returns prepared by outside accountants.
- Prepare annual true-up with the Bureau of Workers' Compensation and file the Charitable Registration with the Ohio Secretary of State.
- Process payroll: collect time sheets and review for accuracy; submit payroll file with required documentation bi-weekly; process deductions; and save and distribute payroll reports as appropriate. Prepare payroll and deduction journal entries bi-weekly.
- Maintain employee confidence and protect payroll and human resources operations by keeping information confidential.
- Assist in the coordination of the interview process: post open positions, send correspondence to candidates and file all appropriate paperwork.
- Assist with onboarding new employees and exiting of departing employees.
- Maintain AP, cash receipts, payroll and employee files with all required back-up documentation.
- Perform various other human resource and finance duties as assigned.
- Provide backup for other administrative staff on phones, mail processing, and front desk coverage as needed.
- Other duties as assigned.

### **Qualifications**

- A minimum of an Associate's Degree in business or accounting or equivalent experience required.
- Minimum of 2 years' experience. Non-profit experience a plus.
- A general understanding of accounting software. Experience with QuickBooks a plus.
- Strong computer skills including data entry and Excel.
- Strong mathematical aptitude.
- Effective oral and written communication skills with strong customer service abilities.
- Ability to respond to common inquiries or complaints from, and effectively present information to, vendors and co-workers.
- Ability to work as a member of a team while also being able to work independently and handle multiple tasks with minimal stress. Superb organization skills; detail oriented with strong follow-through.
- Culturally competent, sound judgment.
- Ability to develop a passion for the mission of Adoption Network Cleveland.
- Results-oriented, self-starter, assertive, and willing to learn.

In addition, the selected candidate:

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage (proof of coverage required).

- Must have reliable transportation.
- Must be able to work a flexible schedule which includes some evening and weekend hours.
- Must have a neat appearance.
- Must successfully complete fingerprinting and background check.

**Work Hours**

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

**Compensation and Benefits**

Competitive hourly rate. Benefits include employer-paid short-term and long-term disability insurance and life insurance; organization-provided health insurance with organization health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity.

**Equal Employment Opportunity Statement**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.

**To apply:** Send Resume and Cover Letter with salary requirements to [HR-Dept@adoptionnetwork.org](mailto:HR-Dept@adoptionnetwork.org). First consideration will be given to applications received by Friday, September 13, 2019. Open until filled.