



POSITION DESCRIPTION

Human Resources & Finance Administrative Assistant

INFORMATION

Department:	Administration
Reports to:	HR & Administrative Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Non-Exempt
Date:	August 2020

SUMMARY/OBJECTIVE

Under the supervision of the Human Resources & Administrative Director, this position is responsible for providing support to the department by performing finance and human resources support duties. The position serves as the project lead of some activities and project assistant on other activities.

ESSENTIAL FUNCTIONS

1. Assists with and records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
2. Assists with duties of Finance as needed including scanning projects, deposit reconciling, and filing.
3. Uses QuickBooks to find information to answer inquiries and provides information to authorized persons.
4. Compiles data from personnel and financial records and prepares reports.
5. Reviews archived files for destroy dates and scanning, scans paperwork when needed.
6. Compiles and maintains records for use in employee benefits administration.
7. Other duties as assigned.

COMPETENCIES

- Knowledge of human resources and finance functions.
- Proficient in computer applications for word-processing & spreadsheets.
- Highly organized, self-motivated, & attentive to detail.
- Effective writing & interpersonal communication skills.

- Commitment to the confidential nature of all personnel & financial records.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This position is a non-exempt classification. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. This position may be required to work longer hours during project completion.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Two years human resources or finance experience - OR --
- A combination of education & experience that demonstrates a working knowledge of human resources and finance.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

