



IDENTIFICATION

Title: Human Resources Generalist / Accounting Associate

Department: Accounting

Reports to: Chief Financial & Operating Officer

Location: Houston

FSLA Status: Exempt (Salary)

Position Summary

The Human Resources Generalist / Accounting Associate position is accountable for providing Human Resources support to the Federation in the areas of staffing, employee relations, benefits, compensation, training, payroll, accounts payable, and various other accounting functions.

This position may require occasional nights and weekends.

About the Jewish Federation of Greater Houston

The Jewish Federation of Greater Houston is building a diverse team of highly motivated and qualified individuals with a variety of skills to support a new model of 21st century community engagement and philanthropy. The Federation is looking for candidates who are forward-thinking, self-motivated, and enjoy working in a dynamic environment.

The Jewish Federation of Greater Houston helps ensure a thriving, vibrant, and engaged Jewish community locally, in Israel, and around the world. In collaboration with its partner agencies and organizations, the Federation helps ensure that there is a place for community members of all backgrounds to deepen their connections to Jewish values, culture, and tradition.

Essential 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.

- Provides support in the interpretation and implementation of Human Resource policies, practices, and procedures, and communicates on a regular basis with employees to facilitate problem-solving and resolve human resource issues, including employee benefits issues.
- Identifies opportunities to implement human resource programs and processes that will increase the overall effectiveness of the Federation.
- Ensures all new employees have a proper onboarding experience and oversees the off-boarding process for employees leaving the Federation.
- Generates and processes all personnel action notices needed to activate payroll and/or employee benefit program changes, in a timely manner and generates reports that are requested by management.
- Utilizes HR software programs to input personnel, benefits, and data to activate and administer employees.

- Provides support for the staffing process ensuring that qualified candidates are identified on a timely basis for both hourly and salaried position openings.
- Tracks and utilizes the most efficient and cost-effective recruitment tools to identify qualified candidates in the workforce, i.e., Jewish Jobs, LinkedIn, Facebook, and other social media.
- Creates and maintains personnel files on all active and inactive employees placing all necessary and required paperwork in their appropriate electronic folders.
- Develops and updates organizational charts, headcount reports, compensation surveys, compensation reports, employee phone & address lists, etc.
- Track all payments and expenditures, including purchase orders, invoices, and statements.
- Processes weekly check run for accounts payable.
- Audits all payment requests for appropriate signatures and backup received for payment.
- Prepares and inputs journal entries into general ledger system.
- Works with vendors to get copies of invoices, W9 information, or coordinate payments.
- Works with staff to collect missing documentation, signatures, or receipts.
- Manages and tracks vendor payments to ensure expenses and financial reports are accurate.
- Prepares audit and tax schedules

Qualifications

An individual must be able to perform each Essential Duty satisfactorily to perform this job successfully. The requirements listed below are representative of the knowledge, skill, and ability required.

Education and Experience: College Degree or Equivalent Work Experience

Certifications, Licenses, and Registrations: PHR Preferred

Required Skills/Abilities: Microsoft Office (Word, Excel), General Accounting Knowledge, Accounts Payable Experience, Blackbaud Financial Edge Experience

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to stand, climb or balance; and stoop, kneel, crouch or crawl; regularly required to walk and sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee may be asked to perform light work that includes moving objects up to twenty (20) pounds; Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office: The employee must be able to operate a personal computer/laptop and cell phone for approximately eight (8) hours per day. They will also be required to spend extended time reviewing both physical and electronic documents. The employee will spend most of the time in an indoor environment.

Equal Employment Opportunity Statement

The Company is an Equal Opportunity Employer. It is our policy to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, protected veteran status, gender identity or any other characteristic or status protected by applicable in accordance with federal, state and local laws.

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