

## NEEDHAM HOUSING BOOKKEEPER/ HUMAN RESOURCE ADMINISTRATOR

DEPARTMENT: Administration/Accounting

REPORTS TO: Executive Director

SUPERVISES: Staff

PURPOSE: To manage and provide direct personnel support and assistance. Promote and implement authorities' values by planning and managing human resources programs, directing staff. Coordinate and facilitate all areas of payroll, employee benefit administration, policy adherence and implementation. To be responsive to the requirements of state and federal legislation and policies. Maintain accurate and confidential HRMS and personnel records.

### I. ESSENTIAL TASKS OF THE POSITION:

- A. Perform specialized work in the accurate maintenance of all Human Resources functions
1. Administer, record and post accurate payroll data
  2. Maintain payroll records in accounting system for accurate accounting reconciliation
  3. Apply and audit monthly employee benefits including payment of invoices and coding in accounting system
  4. Manage HR operations by recruiting, selecting, orienting, coaching, counseling and assist with discipline of employees
  5. Implement and manage employee annual appraisals/goals and all trainings
  6. Establish departmental accountability to ensure consistencies
  7. Support management by providing HR advise, counsel, and decisions, analyzing information and applications
  8. Facilitate Safety and Diversity Committees with employees
  9. Maintain all office calendars; including scheduling front office as needed
  10. Update job knowledge by participating in conferences and educational opportunities, maintain personal networks and professional organizations
  11. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments for all employees and expand HR offerings to other HA's
  12. Manage and facilitate all workers compensation claims, collaborating with City of Needham Retirement Board and Insurance
  13. Coordinate and Supervise Resident Trainee program, hiring and support
  14. Coordinate and Supervise Internship collaboration with team and colleges and departmental heads

15. Prepares and balances all EOM reports (A/p, A/R& Cash Books) for CPA to prepare balance sheet.
16. Maintain security deposits
17. Reconcile bank statements
18. Maintain property control records
19. Assist department head in preparations of budget recommendations
20. Be responsible for the maintenance of accounts payable by reconciling vendor and contractor invoices against purchase authorization and contractual obligations
21. Prepare checks for signature
22. Maintain accounts receivable
23. Be responsible for assuring that all monies are deposited
24. Maintain utility usage registers
25. Transfer funds between accounts as required by program obligation and necessary to maintain a proper cash flow
26. Post and reconcile monthly rents to rent rolls
27. Oversee payroll preparations
28. Petty cash responsibility
29. Post receipts and disbursements to journals
30. Post and reconcile monthly rents to rent rolls
31. Provide support to Executive Director as needed

B. Human Resources Management, hiring, developing standards, foster teamwork, management proficiency, managing profitability, promoting process improvement, building relationships, people skills, and retaining employees.

1. Support management by researching, developing, updating policies, procedures, methods, and guidelines, communicating and enforcing organization values.

## II. SECONDARY POSITION TASKS:

- A. Work on research and complete special projects as assigned.
- B. Perform other duties as assigned within the job classification
- C. Maintain a high degree of confidentiality relative to employment records, as mandated

## III. POSITION REQUIREMENTS AND QUALIFICATIONS:

### A. EDUCATION LEVEL:

1. High School Diploma required – commercial courses preferred
2. Human Resources courses/degree preferred

### B. EXPERIENCE IN RELATED FIELD:

1. 1-3 Years Human Resources experience required

C. UNIQUE EXPERTISE/ CERTIFICATION/ REGISTRATIONS :

1. Computer skills required
2. Ability to perform volume of numerical detail work with speed and accuracy
3. Ability to prioritize and organize staffing projects without supervision
4. Ability to work harmoniously with others and foster positive environment
5. Ability to be flexible and perform work under time pressure

D. WORKING CONDITIONS:

1. ENVIRONMENTAL PARAMETERS:

- a. Ability to work in an office environment or independently

2. PHYSICAL DEMANDS:

- a. Strength: Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move an object.
- b. Type: Ability to perform clerical duties; bending over to low files, reaching high files.
- c. Work involves sitting most of the time but may involve walking or standing for brief periods of time.

E. WORK SCHEDULE:

1. Ability to work a 37.5-hour week.
2. Ability to occasionally maintain flexible hours to complete essential tasks and special projects, as assigned

F. EQUIPMENT USED:

1. Competency in operating calculator, printers, computer and related software involving automated accounting and HRMS system
2. Competency in operating general office equipment, printers, scanners and other THA office equipment including multi-line telephone and fax.

IV: APTITUDE REQUIREMENTS:

A. COGNITIVE:

1. ANALYTICAL:

- a. Ability to apply principles of logical thinking and to define problems
- b. Ability to collect data, establish facts and draw valid conclusions
- c. Ability to solve practical problems and deal with a variety of concrete variables

- d. Ability to interpret a variety of instructions furnished in written, verbal or schedule form
  - 2. COMMUNICATION:
    - a. Ability to draft work related documents
    - b. Ability to log in data and draft HR and accounting summaries
    - c. Ability to record and deliver information
    - d. Ability to answer inquiries from others including other HA's
  - 3. MATHEMATICAL:
    - a. Ability to deal with system of real numbers
    - b. Ability to use practical application of fractions, percentages and decimals
    - c. Ability to compile, compute and reconcile complex mathematical information in audit form
  - 4. ADMINISTRATIVE DETAIL:
    - a. Ability to complete forms; record and locate data accurately
    - b. Ability to pay close attention to detail and accurately distinguish data from different sources
- B. MANUAL:
  - 1. MOTOR COORDINATION:
    - a. Ability to accurately reach, feel or handle equipment used in daily routine
  - 2. FINGER DEXTERITY:
    - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment
  - 3. MANUAL DEXTERITY:
    - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment
- C. VISION:
  - 1. NEAR VISION:
    - a. Clarity of vision at distance of more than 20 inches and less than 20 feet
  - 2. MID-RANGE VISION:
    - a. Clarity of vision at distance of more than 20 inches and less than 20 feet