



**Title:** Bookkeeper & HR Generalist  
**Classification:** Full time, Non-exempt  
**Department:** Administration  
**Reports To:** Accounting Manager primary supervisor. HR Manager secondary supervisor  
**Created:** April 2013  
**Revised:** March 2016

**Position Summary:** This is a joint accounting and human resource administrative position and is responsible for processing accounts payable, daily cash and associated and varied bookkeeping duties. This position is also responsible for payroll and the administrative functions of Human Resources.

**Bookkeeping Responsibilities:**

- Open mail and distribute invoices to departments
- Process Accounts Payable including inputting invoices, generating and mailing checks
- Assure vendor documentation is received prior to processing vendor invoices
- Review expense coding for accuracy
- Assure that proper approvals are on invoices, reimbursement requests, etc.
- Responsible for processing certain recurring payments such as medical reimbursements, City office rent, SC sales % to City
- Prepare cash order as needed
- Count and reconcile Visitor Services register sales and cash receipts and update related spreadsheets
- Refresh change box in Front Office
- Journal entries
- Reconcile and post Raisers Edge journals into Financial Edge
- Reconcile various general ledger accounts and post required entries
- Prepare bank deposits
- Administration of petty cash
- Create and maintain various Excel documents
- Reconcile accounts for month-end close
- Perform bookkeeping functions for certain events such as Tribal Marketplace and ArtWalk
- Process 1099's
- Assist in preparing and entering budgets into Financial Edge software
- Miscellaneous filing and tracking of forms including but not limited to W9's and certificates of insurance.
- Process credit card charges and refunds
- Responsible for completing other bookkeeping related duties as assigned

**Human Resources Responsibilities:**

- Prepare semi-monthly payroll for all employees, manual checks, the related and keep regular communication with payroll service's Account Manager
- Maintain all payroll records and produce management reports as necessary
- Oversee and create employee, volunteer and docent name badges
- Investigate discrepancies related to payroll, benefits, 403b plan etc. as assigned by HR or Accounting Manager.
- Coordinate chair massage schedule



- ACA tracking – adhere to vendor due dates and complete tracking, notifying HR Manager of changes
- Administer Workers Compensation, including filing and managing claims, advising supervisors on their role with injured employees, maintaining records
- Maintain vacation/sick leave spreadsheets and tracking
- Assist in NOVAtime roll-out and training
- Recruiting support: Job posting, responding & tracking, screen resumes for part time jobs
- New hires: Prepare offer letters, meet with new employees to complete all required paperwork and review important policies (part of the new employee orientation process)
- Help set up and maintain employee files and other related employment files
- Administer DOJ Live Scan program and policies; perform criminal background searches
- Assist in maintaining all required employment postings at both campuses
- Assist in addressing unemployment claims and reporting
- Keep current on Federal and State wage and hour laws
- Assist in developing procedures and appropriate forms for personnel related practices
- Schedule and organize CPR training, flu shots and mandatory harassment training
- Respond to requests for wage and employment verification and to various governmental agency requests, such as EDD, DOL surveys, SDI claims
- In collaboration with HR Manager, schedule open enrollment meetings for benefits and update changes with carriers and in HRIS; general benefits administration support
- Review and approve carrier bills and submit to HR Manager
- Update, post & maintain current documents for inter-museum use and Museum website
- Provide employees' support with Museum forms, Intranet, benefits and other HR related info
- Responsible for completing other human resources related projects and duties as assigned

#### **Essential Requirements:**

- Bookkeeping experience and working knowledge of computerized accounting programs
- Strong math skills, commitment to accuracy and attention to detail
- Payroll experience including knowledge and understanding CA wage and hour laws
- Excellent verbal, written, analytical and problem solving skills
- Strong organizational skills
- Strong interpersonal skills and willingness to interact with staff
- Ability to communicate comfortably and effectively within all levels of the organization
- Ability to work with competing priorities and meet due dates from two different managers
- Team player with a positive attitude
- Confidentiality, discretion and integrity
- Good MS Excel, Outlook and Word skills
- Ability to work occasional overtime hours (and occasional weekend hours)
- Minimum 2 years' experience working in Human Resources as an HR Assistant or related HR position and 3 years' experience with accounting responsibilities and familiar with GAAP
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#### **Work Environment:**

- General office environment with occasional work throughout the Museum's facilities (Sea Center, galleries, conference rooms, and exhibit halls) and outdoors
- Significant telephone and computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, climbing stairs and bending with occasional lifting of light loads (25 lbs.)



The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

**Employee**

I have read this position description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date