



Position Title: Human Resources/Accounting Specialist

Department: Finance

FLSA Status: Exempt

Location: Lincoln, Nebraska

Reports to: Vice President Operations

Date Created: February 2021

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Human Resources/Accounting Specialist will process payroll and accounts receivable. This position will also coordinate and organize human resources duties such as employee onboarding, paid time off documentation, and benefits procurement. The position encourages process improvement input for increased efficiency and sustainability. Flexible work arrangements for work/life balance and ability to work from home part-time are possible for the benefit of the employee in this position. The position reports to the Vice President of Operations.

Essential Functions:

- Oversee and process bi-weekly payroll
 - Ensure proper calculation, approval, and documentation of earnings and deductions
 - Reconcile payroll software data with accounting general ledger
 - Reconcile monthly payroll and benefit liabilities
- Coordinate Human Resource communication and documentation
 - Coordinate new employee onboarding including benefit procurement
 - Communicate and document ongoing benefit enrollment and policy/training updates
 - Document paid time off records, approvals, and limits; communicate PTO issues
 - Implement policy and handbook updates
 - Document employee contact information changes, job descriptions, performance reviews, and individual development plans
 - Monitor and document human resource complaints, policy violations, corrective action plans, grievances, and exit interviews
 - Communicate human resource changes in laws and agency protocol
 - File employee injury claims with insurance and communicate work restrictions
- Represent, communicate, and integrate authentic Catholic teaching in the provision of human services
- Oversee account receivables and deposits
 - Deliver, document and record timely deposits to bank including ACH
 - Prepare grant and program reimbursement/funding requests
 - Coordinate entry of clinical sub ledger activity into general ledger
 - Reconcile general ledger with marketing/advancement sub ledger
- Assist with general ledger entries including vehicle mileage allocation
- Oversee budget of employee's club funds
- All other duties as assigned

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Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Process Implementation
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

Associate's or Bachelor's degree and/or 2 years of previous experience working in a non-profit or similar human resource/accounting role is preferred.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Working Environment:

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.