

Human Resources Manager & Accounting Specialist

Company: National Skeet Shooting Association

Benefits: Medical, Dental, 401(k), Life, FSA

Role:

Full Time HR/Payroll Manager & Accounting Specialist.

Reports Jointly to the Director of Finance and the Executive Director

Occasional Weekend Days Required During Events.

Chief Advisor to the Executive Director on Issues of Human Resources and Benefits Compliance.

Responsibilities:

Bi Weekly Payroll (extensive Quick Books experience required).

/Intermittent Payroll (extensive Quick Books experience required).

- Prepare Checks.

- Direct Deposit Processing.

- Payroll Tax Processing and Reporting.

- Employee Benefits Processing and Reporting.

- Child Support Processing/Reporting/Paying.

- 401(k) Processing and Reporting.

Processing Payrolls in Quick Books:

- Salaries and Wages

- Pay Allocations

- Taxes and Benefits

- Unemployment Insurance

- Payroll and Benefits Accruals

Federal and State Reporting/Compliance.

Employee Benefits Administration.

W4's and other Periodic Tax Related Reporting.

Event Contract Pay Processing and Reporting.

Executive Reports dealing with:

- Employment Packages

- Salary / Wage Increases

- Employee Recognition

- Paid Time Off

- Overtime

Workers Comp Insurance

- Report and Process Claims.

- Liaison with Hospitals/Clinics Treating Claims.

Assist the Executive Director in Disputing Questionable Claims.
Prepare for and Coordinate Annual Audit with Insurer.

Employee Handbook

Maintain Employee Handbook.

Update as required for:

Legislative Changes.

Compliance Issues.

Executive Actions as required.

Hiring / Terminations

Welcome Materials including I9, W9, etc.

Orientation

Benefits Enrollment

Refer for Drug Testing.

Perform Criminal Background Checks.

Assist the Executive Management in Disciplinary Actions.

Conduct Exit Interviews.

Arrange for Final Escort of Terminated Employees.

Accounting (in addition to Payroll Accounting described above):

Prepare Monthly accruals and reversals.

Reporting on Major Events

Other Accounting/Finance Activities as Assigned.

Experience:

12+ Years of Human Resources (HR) Management and Administration with staff of 25+.

12+ Years of Payroll and Management/Cost Accounting.

Has Completed Comprehensive Continuing Education in Employee Benefits and Compliance over the past five years.

Has Completed Comprehensive Continuing Education in Payroll Taxes over the past five years.

Has extensive experience using Quick Books.

Education:

Has Complete Undergraduate Degree in Business Management or Accounting from an Accredited College or University.