

Title:	Finance and Human Resources Associate	Full-Time/ Part-Time:	Full-Time
Department	Administration	Hourly/Salary:	Salary
Work Schedule:	35 hours per week	Regular/Temporary/Seasonal:	Regular
Exemption:	N/A	FLSA Classification:	Nonexempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary:

In this role and under the leadership of the Director of Finance and Administration, the Finance and HR Associate will support the finance team with various and essential finance/HR related tasks, duties and projects, including but not limited to tracking, analyzing and reporting personnel data, accounts payable, a semi-monthly payroll process, preparation for internal and external audits, employee benefit administration, onboarding/off-boarding, new hire orientation, recruitment and personnel database/file maintenance. S/he will have an active role in strengthening the finance/ HR function at Isaacs Center alongside a high performing central administrative team. The finance and HR Associate will also build and maintain positive relationships with staff members by serving needs, concerns, troubleshooting, and effective communication of finance/HR policies, practices and procedures.

Qualifications and Experience:

- Bachelor's Degree or equivalent in Human Resources or Accounting or equivalent education/work experience.
- Ideal candidate will have at least 3-5 years of progressive experience and knowledge of accounting and human resources practices
- Strong computer skills including proficiency in Microsoft Office Suite
- Experience with the *Paychex* payroll software not required but preferred
- Organizational skills and excellent written and verbal communication skills.
- Knowledge of business and management principles
- Attention to detail and deadline oriented
- Ability to handle and maintain confidential information
- Excellent analytical skills, and a strong understanding of HR and accounting principles
- Problem analysis, planning and organizing
- Information gathering and monitoring

Primary Duties:

- Manage all personnel tracking systems and individual personnel files in accordance with regulatory guidelines
- Manage the administrative on-boarding process for all staff; collect documents and issue employment letters
- Provide new hire orientation to include a review of Isaac Center practices, policies and procedures.
- Process employee benefit enrollments, changes and terminations; payroll deductions; update insurance portals and resolve coverage issues as needed
- Support recruitment efforts by posting positions available both internally and externally; screen and share applicant resumes with hiring managers
- Assist the Director of Finance and Administration in managing relationships with vendors related to all insurance plans including Health, Dental, Vision, Retirement, Life, Property, Liability, D&O, Worker's Compensation, Disability, and Unemployment
- Respond to requests for information related to impending income withholdings and garnishments and unemployment insurance expenses

- Process employee benefit and business insurance invoices for payment
- Support the semi-monthly payroll process and/or process payroll
- Gather and organize documents in support of internal and external fiscal audits
- Complete special Finance and HR projects and duties as assigned

Stanley Isaacs Center is an Equal Opportunity Employer / Program