



**SPECTRUM INFORMATION SERVICES
NON-EXEMPT JOB DESCRIPTION**

Job Title Accounting Coordinator/Human Resources Representative

I. SUMMARY STATEMENT: Briefly state the overall purpose of your position.

Responsible for supporting Controller in daily functions such as accounts payable and administration.

Liaison between the Human Resources Consultant and management as well as the employees in their human resource needs.

PRIMARY DUTIES AND RESPONSIBILITIES: Describe each function using an action word such as advice, approve, create, design, perform, etc.

Describe up to 6 major functions for which you are responsible and list in order of priority (most important first).	Detail the specific tasks or activities you perform And determine the percentage of time you spend Performing each of these functions.
Function as office support for Accounting	<ul style="list-style-type: none"> • Function as liaison for Controller on all aspects of SIS • Utilize monthly calendar agreed upon by Management to ensure daily tasks requirements are met. • Responsible for entering payables into QuickBooks upon receipt; interface with vendors regarding questions or payment status; obtain management approval prior to issuing payment; and ensure prompt payment of credit card statements. • Responsible for receivables; work closely with Operations to finalize AI; assist in loading invoices into Quick Books, receive customer inquiries and direct to appropriate personnel if needed. • Assist the Controller in interfacing with vendors, customers and other outside contacts on inquiries regarding payables, receivables and any other related accounting questions • Responsible for daily payable reconciliation for SigningZ division • Responsible for generating and reconciliation of invoices for SigningZ division • Daily DTS imports into QB • Generate, log and distribute check daily from QB

Function as office support for Human Resources	<ul style="list-style-type: none"> • Input & transmit payroll on bi-weekly basis • Payroll transfer • Benefits enrollment on the web • Assist in auditing monthly benefit invoices • Input all changes for employees relating to payroll and human resources • Work closely with HR consultant to insure compliance • Conduct prescreening interview questions with potential hires • Maintain and assist in maintaining HR files • Assist in conducting new hire orientation
Function as general office support	<ul style="list-style-type: none"> • Supervise and manage the daily activities of the Office Assistant/Receptionist • Conduct annual performance reviews and provide regular feedback to the Office Assistant/Receptionist • Back up Receptionist in his/her absence • Provides administrative support to management (e.g., president, vice-president, director, etc.) • Order office supplies, maintain postage and postage reconciliation • Sales support - generate and distribute Iron Mountain Sales Forecast, provide copies of receivables as needed • Attend weekly meetings, print and distribute reports as required • Provide administrative support to the Controller as needed • Other miscellaneous tasks as assigned by the Controller, Management and/or the HR Consultant

II. SPECIFIC DUTIES PERFORMED: Mark the appropriate areas that correspond to the amount of time you spend each day performing specific duties of your job.

	Number of Hours				
	0	1-2	3-4	5-6	7+
A. Reading		X			
B. Writing				X	
C. Telephone				X	
D. Sitting				X	
E. Standing		X			
F. Walking		X			
G. Bending		X			
H. Reaching Overhead		X			
I. Pushing or Pulling	X				
J. Lifting or Carrying					
1. 10 lbs or less		X			
2. 11 to 25 lbs	X				
3. 26 to 50 lbs	X				
K. Repetitive Use of Hands					
1. Right only		X			
2. Left only		X			
3. Both					X

III. DECISION MAKING/PROBLEMS SOLVING:

A. Describe the key decisions and/or recommendations you make performing your job.

Working on-site as a liaison for the Controller and Human Resources Consultant, this position requires that appropriate feedback is given to the Controller, Human Resources Consultant and management regarding potential issues and/or challenges to insure proper decisions are made to benefit the Corporation.

B. Specify the impact your position has on departmental objectives and/or organizational goals.

Responsible for fundamental administration in accounting and human resources. Quality service is essential in achieving goals for the Organization.

IV. ORGANIZATIONAL STRUCTURE: Drawn an organizational chart below. Indicate the next higher level to which you report, and if applicable, the next lower levels(s) which report to you. Indicate position titles, not names of individuals in the position.

- Reports to Controller
- Office Assistant/Receptionist reports to this position

V. DIMENSIONS: If applicable, indicate the scope of your position in the following terms:

Total Annual Payroll Responsibility (Base Salaries Only)	\$ <u>25,000</u>
Total Annual Budget Responsibility	\$ <u>n/a</u>
Miscellaneous (Specify)	\$ <u>n/a</u>

Total number of employees for whom you are responsible (directly or through subordinates): 1

VI. CONTACTS/KEY WORKING RELATIONSHIPS: Title of the individual a/or type of organization with whom you typically contact during the course of a workday.

A. Internal:
Operations, accounting, human resources and employees

B. External:
Clients and vendors of Spectrum and SigningZ.com

VII. POSITION REQUIREMENTS: Be specific when defining the minimum requirements to satisfactorily perform the job as described in Section II. (If the necessity is not readily apparent, please justify its importance.)

A. Formal Education (List degrees from accredited institutions and areas of study)

High school degree and some college education preferred

**B. Length and Type of directly applicable experience, specialized knowledge, skills
(i.e., technical, managerial, etc.)**

Strong customer service skills; communication and organizational skills; ability to multi-task; and must be detailed orientated.

1-2 years experience in accounting, 6 months to 1 year experience in human resources. Must have knowledge of Word and Excel.

APPROVALS: This position description has been reviewed with the employee and modified where appropriate to ensure that it accurately reflects the job responsibilities.

SIGNED: _____
(Employee's Signature)

DATE: _____

REVIEWED: _____
(Supervisor's Signature)

DATE: _____