



## **Finance and HR Specialist**

Part-Time, 20-25 hours per week

### Job Summary

The Finance and HR Specialist will provide support to the Director of Finance and Admin in all operations relating to business and programmatic services supporting the Discovery Museum. Overall responsibilities include assisting in HR payroll processing and on-going HR support along with maintaining integrity of financial records in Quickbooks.

### Major Responsibilities

- Maintain employee records and process the bi-weekly staff payroll using the Harper's Payroll System.
- Weekly preparation of vendor disbursements, using QuickBooks, ensuring appropriate authorization and expense classification is in place prior to payments.
- Prepare, reconcile and record all revenues including bank deposits and cash management assistance.
- Assist in the review and maintenance of employee policies and manuals.
- Assist in the submission of electronic benefit processing and tax processing.
- Manage office supply purchasing and office equipment monitoring.
- Assist with identification and implementation of streamlined processes and procedures, including possible new solutions or applications.
- Assist with the annual budget process.
- Perform other duties as determined by the Director of Finance and Administration.

### Qualifications

- Experience with Payroll systems and payroll processing.
- Experience with QuickBooks or similar software.
- Proficiency in Excel.
- College degree in accounting/business or related field preferred.
- Proficient in general bookkeeping principles.
- Understands the importance of teamwork and working with confidential information.
- The person in this position must be able to occasionally ascend/descend stairs, operate a computer and other office productivity equipment, and lift 25 lbs.
- Must possess a current driver's license and have an excellent driving record.

Interested candidates may send a cover letter and resume to [amstrong@discoveryacton.org](mailto:amstrong@discoveryacton.org); applicants may include salary history and requirements. No phone calls, please.