



**Job Title:** HR & Accounting Coordinator  
**Supervisor:** Operations Director  
**Date:** April 1, 2021

**Department:** Admin  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$18 - \$20/Hr

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. [www.restorativepartners.org](http://www.restorativepartners.org)

### Essential Duties & Responsibilities

The HR & Accounting Coordinator provides support to the Operations Director in coordinating effective organizational systems to ensure smooth daily operations and in developing policies and procedures. The HRAC Performs a variety of skilled administrative and clerical duties directly related to human resources and accounting activities. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

### Other Duties and Responsibilities

#### Accounting

- Processes a variety of accounting transactions such as invoices, payments, and expenses in accordance with agency and contract accounting procedures
- Maintains accounting files in accordance with agency filing systems procedures
- Checks and verifies accounting data entry and research questions and generate reports
- Create and submit all receivables and track payments
- Processes monetary donations and in-kind donations and enters information in the Donor Database system
- Prepare and make deposits to the bank
- Process PayPal and Venmo account receivable
- Track billing information for homes and treatment services
- Support with annual 990, Financial Audit, and fiscal budgeting
- Support in the development of grant, new program, and event budgets
- Performs related general clerical duties

#### Human Resources

- Maintain employee databases and files and process status changes
- Assisting employees to sign up/apply for benefits
- Screen resumes/application forms
- Schedule interviews for others; checking references; compiling data and preparing routine and special reports

- Support with new employee onboarding training
- Provide information to employees on policies and procedures
- Prepare staff timesheets and mileage forms for the bookkeeper
- Create forms and tracking sheets related to Human Resources
- Coordinate annual Employee Handbook revisions

### **Knowledge, Skills, Talents, & Abilities**

- Highly organized, with a “can-do” attitude to juggling various tasks
- Strong oral and written communication skills
- Proficiency with Google Drive, Dropbox, Quickbooks, and databases
- Interest and desire in serving non-profit sector preferred
- Excellent verbal and written communication skills needed, including proper spelling and grammar
- Must be reliable and prompt
- Ability to work effectively to a tight deadline and thrive under pressure

### **Education and/or Experience**

- 2 years experience in HR and Accounting **(Required)**
- High School Diploma/GED **(Required)**
- Associates Degree in Business Administration or related field **(Preferred)**

### **Physical Demands**

*While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds. The physical demands described here are reasonable accommodations that may be made to enable individuals with disabilities to perform the essential functions.*

### **Work Environment**

*This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.

#### **Benefits**

Vacation  
 Sick time  
 10 paid Holidays  
 Medical Insurance  
 Dental  
 Vision  
 Phone Stipend

To apply email a cover letter, resume, and 2 letters of recommendation to Brandee Puett, Operations Director, [brandee@restorativepartners.org](mailto:brandee@restorativepartners.org)