



**Job Title:** Human Resource & Finance Manager  
**Supervisor:** Finance & HR Director  
**Date:** February 2023

**Department:** Admin  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$26 - \$32.38/hr  
Spanish Bilingual differential \$.58/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 Human Resource & Finance Manager (HR&FM) reports to the Finance & HR Director (F&HRD) and manages several key functions in human resources for the agency such as employment, compensation, benefits, training, and employee relations. Advises directors/managers and staff on employment laws, policies, and practices. Ensures the agency practices are in compliance with laws and participates in the development and implementation of new policies and practices. The HR&FM performs a variety of skilled administrative and clerical duties directly related to human resource and finance activities. The F&HRD supervises the Human Resources & Finance Manager. 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

#### Human Resources

Identify staffing and recruiting needs, collaborate with executive leadership to develop and execute best practices for hiring, talent management, and retention

- Develop Job descriptions and dynamic job postings
- Screen resumes/application forms
- Inform applicants about job details, such as duties, benefits, and working conditions
- Schedule/coordinate interviews for others; checking references; compiling data and preparing routine and special reports
- Perform background checks
- Lead employment marketing (branding) initiatives

Responsible for coordinating opportunities for staff community building i.e. "Good Times" Committee, staff performance management including, but not limited to, performance recognition, equal employment opportunity, training and development.

- Chairs the Good Times Committee through remote meetings, or coaches someone to facilitate the meetings. Assigns action items to ensure that Staff are recognized for Birthdays, and Employee Anniversaries.
- Proposes and updates the Budget for Staff Appreciation

- Coordinates with Executive Leadership to identify the training needs in each department
- Schedules All-Staff Trainings and Meetings, maintaining Calendar and Communications
- Create the All Staff agendas and identify the facilitator for each. Coach/prep them if needed. Send out agendas the day before.
- As requested, can develop educational presentations for Staff Training and can either present virtually, or coach someone to present in person.
- In collaboration with the ED and the F&HRD research an appropriate pay grade scale on an annual basis.

In collaboration with the third party consultant, ensure the organization's compliance with federal, state, and local employment laws and regulations, complete the filing of employment-related compliance reports, manage compliance with Dept of Labor and Affordable Care Act regulations

- Coordinate with the F&HRD the annual Employee Handbook revisions
- Maintain accurate and updated files for all benefit plans, LOA requests, workers' comp claims
- Provide trainings and information to employees on policies and procedures
- Coordinate with executive leadership and the F&HRD on-boarding training
- Work with the F&HRD on employee payroll, time and expense implementation, and resolution of issues
- Cultivate a culture of collaboration and support for the staff

Maintain accurate records and ensure contractual compliance

- Prepare and manage staff timesheets and mileage forms for the F&HRD
- Maintain employee databases, files, and process status changes
- Create forms and tracking sheets related to Human Resources
- Create and update monthly HR spreadsheets and reports as needed for the HR Department, Finance Department, and branches
- Develop and Maintain HR forms

In collaboration with the F&HRD and leadership team assist with developing an organization that focuses on the wellbeing of employees and a healthy working environment

In collaboration with the Mission and RJ Implementation Director and the F&HRD ensure that HR practices, policies, and procedures are formulated and implemented with a restorative justice approach.

### **Accounting**

- Process a variety of accounting transactions such as invoices, payments, and expenses in accordance with agency and contract accounting procedures
- Ensures compliance with generally accepted accounting principles (GAAP) and organization's policies, procedures, and contracts
- Maintains accounting files in accordance with agency filing systems procedures
- Track billing information for homes and treatment services
- Support with annual 990 and Financial Audit
- Reconcile Petty Cash

### **Perform other duties as assigned**

<b>Knowledge, Skills, Talents, &amp; Abilities</b>
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- Knowledge of State and Federal HR laws (*Preferred*)
- PHR/SPHR Certification (*Preferred*)
- Highly organized, with a "can-do" attitude to juggling various tasks
- Strong oral and written communication skills

- Proficiency with QuickBooks, Google Drive, Dropbox, and databases
- Interest and desire in serving non-profit sector **(Preferred)**
- Must be reliable and prompt
- Ability to work effectively to a tight deadline and thrive under pressure
- Must be able to obtain and maintain clearance with any relevant partner or contractor including but not limited to California Department of Corrections to work with people on parole.
- Ability to work independently, give excellent attention to detail and handle confidential information in a professional manner

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

- 2 years experience in HR **(Preferred)**
- High School Diploma/GED **(Required)**
- Associates Degree in Business Administration or related field **(Required)**
- Bachelor's Degree preferred or equivalent **(Preferred)**
- Must be able to obtain and maintain clearance with any relevant partner or contractor including but not limited to California Department of Corrections to work with people on parole.

### **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 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.

### **Acknowledgment**

I acknowledge that I have read the job description and requirements for the Human Resource & Finance Manager position and certify that I can perform these essential functions.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

*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.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.*

### **Benefits**

Vacation  
Sick time  
11 paid Holidays  
Medical Insurance  
Dental  
Vision

Life Insurance  
Phone & Internet Stipend  
Retirement Plan (CalSavers)

**To apply email a cover letter, resume, and 2 letters of recommendation to Joni Martinez, Finance & HR Director, [joni@restorativepartners.org](mailto:joni@restorativepartners.org)**