



Job Announcement
HR and Accounting Specialist
June 2022

Southwestern Oregon Workforce Investment Board – SOWIB is a 501(c)(3) non-profit organization that invests federal and state funds into the workforce system in Coos, Curry, and Douglas Counties. We coordinate workforce programs and services through a network of local partners. Some of the partner organizations are listed below.

Position Title: Human Resources and Bookkeeping Specialist

Open until Filled: Applications will be reviewed as received

Classification: Full Time – Non-Exempt

Reporting Relationship: Reports to Director of Finance and Operations

Competitive Benefits: SOWIB covers employee health, dental and life insurance and 50% of dependent health and dental insurance. Holidays, PTO, and a matching 401k are also included.

Position Purpose: Support day-to-day accounts payable, administrative requirements, and payroll / human resources duties. Accuracy and thoroughness with excellent organizational skills are important qualifications for this position, along with the ability to communicate clearly. The ideal candidate for this position is skilled at multi-tasking, is reliable, and committed to consistently providing professional and independent support with the SOWIB team.

Essential Functions:

- Collect and summarize staff timesheets on a semi-monthly schedule
- Maintain and update staff employee benefits enrollments as needed.
- Support staff with questions related to timesheets, benefits etc.
- Routing documents for signature – tracking, filing, sharing etc.
- Pick up mail, scan documents and distribute to staff
- Assist with accounts payable including, but not limited to:
 - credit card expense summary sheets
 - data entry as needed in accounting and tracking systems
 - procurement
 - backup to various other accounting and operation functions

- Remote work capability preferred (Home office or equivalent available, internet access and self-initiative)
- Demonstrate maximum professionalism and customer service when interfacing with high level internal and external contacts requiring considerable discretion and initiative
- Perform other support duties as assigned

Qualifications:

- Minimum of two years of experience in human resource support, bookkeeping and/or accounts payable, or similar position
- Preferred experience with fund or grant funded HR or accounting
- Experience maintaining detailed levels of documentation
- Intermediate-to-advanced skill level in Microsoft Office including Excel, Word, and Outlook
- Ability Communicate effectively orally and in writing
- Excellent organizational skills and ability to establish and meet designated timelines
- Work collaboratively with people from diverse backgrounds
- Ability to work both independently and as a team player, depending on the situation;
- Knowledge of the Workforce Innovation and Opportunity Act is preferred but not required

Compensation and Schedule:

- \$21.50 to 28.50 per hour, DOE
- Schedule – Monday to Friday, 8:00 am to 5:00 pm Pacific Time

TO APPLY: Submit Cover Letter and Resume demonstrating required experience and skills to: info@sowib.org