

SEIU Nevada Local 1107

Position: Finance & Human Resources Assistant (Full-Time)

Position Type: Confidential and FLSA Exempt

Reports to: Director of Finance and Administration

Location: Las Vegas, NV.

Posting Date: March 25, 2024

Who We Are:

Service Employees International Union (SEIU) Local 1107 is the largest healthcare union in Nevada, representing public and private sector workers. We are part of SEIU International, one of the fastest-growing unions in the country. Together we are fighting to ensure that every worker has the right to join a union no matter where they work, where they are from, or the color of their skin.

Job Overview:

We are currently seeking a detail-oriented and motivated individual to join our finance and administrative team as a Finance & Human Resources Assistant. The ideal candidate will support the finance and administration department in various tasks, contributing to the accurate and efficient management of financial records. This role requires a strong attention to detail, excellent organizational skills, a strong sense of confidentiality, the ability to handle a variety of responsibilities in a fast-paced environment, and an understanding of accounting, payroll, and HR principles and regulations.

AREAS OF RESPONSIBILITIES:

SCOPE: ACCOUNTING

1. Financial Record Maintenance:

- Assist in maintaining accurate financial records by entering data into the accounting system.
- Reconcile credit card statements, bank statements, and other financial documents to ensure accuracy and completeness.
- Support month-end and year-end closing processes.

2. Accounts Payable and Receivable:

- Process invoices, expense reports, and other financial transactions.
- Prepare and issue payments to vendors and suppliers.
- Assist in monitoring accounts receivable and follow up on outstanding invoices.

3. General Ledger Support:

- Code and classify financial transactions appropriately.
- Help in the preparation of journal entries and adjustments as needed.
- Contribute to the accuracy of the general ledger.

4. Financial Reporting:

- Assist in the preparation of financial reports, including balance sheets, profit and loss statements, and cash flow statements.
- Generate and distribute financial reports to relevant stakeholders.

5. Audit Assistance:

- Support external auditors by providing necessary documentation and information during audits.
- Assist in implementing audit recommendations and improvements in internal controls.

6. Miscellaneous Duties:

- Attend and participate in internal and external events, in-state or out-of-state, including but not limited to picketing, rallies, canvassing, campaigning, community events, lobbying, training, and conferences.
- Other duties as assigned by department directors or executive management.

SCOPE: HUMAN RESOURCES

1. Administrative Support:

- Assist in the day-to-day operations of the HR department by managing files, scheduling appointments, and maintaining accurate records.
- Prepare and distribute HR-related documents, including job offers, contracts, and employee handbooks.
- Handle incoming inquiries and provide information to employees regarding HR policies and procedures.

2. Recruitment Assistance:

- Support the recruitment process by coordinating interviews, conducting initial screenings, and assisting with the onboarding of new employees.
- Post job openings on various platforms and assist in the maintenance of the applicant tracking system.
- Coordinate background checks and reference checks for potential candidates.

3. Employee Relations:

- Assist in organizing and coordinating employee events, training sessions, and other HR-related activities.
- Contribute to the development and maintenance of a positive and inclusive workplace culture.
- Handle basic employee relations matters and escalate more complex issues to the HR team.

4. Benefits Administration:

- Assist in the administration of employee benefits programs, including health insurance, retirement plans, and other perks.

- Collaborate with employees to address inquiries related to benefits and assist in resolving any issues.

SCOPE: PAYROLL

1. Payroll Processing:

- Assist in the preparation and processing of payroll for employees.
- Verify timekeeping records and resolve any discrepancies with relevant departments.
- Calculate PTO, back pay, bonuses, and other adjustments accurately.

2. Data Entry and Recordkeeping:

- Input and update employee information in the payroll system.
- Maintain accurate and organized payroll records, including deductions, withholdings, and other payroll-related data.
- Ensure all changes to employee payroll information are updated promptly.
- Ensure accurate deductions and contributions are reflected in the payroll system.

3. Compliance and Reporting:

- Stay informed about changes in payroll regulations and compliance requirements.
- Assist in preparing and filing payroll-related reports, including tax filings.
- Support internal and external audits related to payroll.
- Provide support during budgeting processes and financial reporting.

4. Employee Inquiries:

- Respond to employee inquiries regarding payroll matters in a timely and professional manner.
- Collaborate with management to address payroll-related questions and concerns.

SCOPE: MEMBERSHIP DATABASE

1. Data Entry and Validation:

- Input and update data into the database using established procedures and guidelines.
- Conduct regular data quality checks to ensure accuracy and completeness.
- Validate and clean incoming data to maintain a high standard of database integrity.

2. Database Maintenance:

- Assist in routine database maintenance tasks, including backups and system optimizations.
- Collaborate with IT professionals to troubleshoot and resolve database-related issues.
- Implement and enforce data security measures to protect sensitive information.

3. Report Generation:

- Generate routine and ad-hoc reports from the database to support various departments.
- Work with end-users to understand reporting needs and customize queries accordingly.
- Ensure timely and accurate delivery of requested reports.

QUALIFICATIONS:

- Associate degree in accounting, finance, or a related field preferred.
- Minimum of 3 years of experience as an accounting clerk, bookkeeper, or in a similar role required.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Payroll, and HR principles and practices.
- Proficiency in Microsoft Office Suite. Minimum knowledge of intermediate level in Excel, Word, and Outlook.
- Familiarity with accounting, payroll, and HR software.
- Working experience with Intuit QuickBooks Online (QBO) and ADP Run, preferred.
- Experience with labor unions or non-profit organizations preferred.

ATTRIBUTES:

- Excellent organizational and time-management skills.
- Strong analytical and problem-solving abilities.
- Ability to handle confidential information with discretion.
- Detail-oriented with a commitment to accuracy.
- Proactive problem solver with the ability to take initiative.
- Team player with a positive and collaborative attitude.
- Technologically adept with a willingness to learn new systems.
- Ability to work independently and prioritize tasks to meet deadlines.
- Adaptable and open to taking on new challenges.

HOW TO APPLY:

Interested candidates are encouraged to submit their resume, cover letter, and professional references to humanresources@seiunv.org. Please include "Finance & HR Assistant Application" in the subject line. We appreciate all applications, but only those selected for an interview will be contacted.

The starting salary range for this position is \$50,000.00 – \$60,000.00 annually and commensurate with experience. This position includes 100% employer-paid health insurance for you and your dependents, pension contribution equivalent to 21% of base pay, life insurance, AD&D, Long-Term Disability, PTO accrued at 8 hours every two weeks, and 12 days paid holidays plus Employee's Birthday.

AFFIRMATIVE ACTION EMPLOYER:

SEIU Nevada Local 1107 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability.