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Indiana Black Expo, Inc.

**Human Resource/Accounts Payables Coordinator
Indiana Black Expo Inc.
Job Description**

Department: Operations

Direct Reports: No

Report to: VP of Operations and Projects and Director of Finance

Employment Status: Full-time

FLSA Status: Exempt

Pay Status: Salaried

Position Summary

The HR/Accounting Coordinator is the liaison for compensation and benefit providers, recruits and screens potential candidates for open positions, provides on boarding for new hires, and is the facilitator and record keeper for employee documents. The HR/Accounting coordinator works closely with all departments and is responsible for daily data collection, entry, reconciliation of accounts, and cash management. The position incumbent answers phone calls, responds to questions from customers and prepares memos and letters for the finance department. The position incumbent maintains good internal controls, is detail oriented and possesses strong customer service skills. The position incumbent may be required to work additional hours, beyond the usual schedule during peak times of the year. A high degree of trustworthiness and confidentiality is required.

Essential Duties and Responsibilities

- Process bi-weekly payroll
- Facilitate employee health and benefit enrollments
- Pre-screen and onboard employee candidates
- Code and enter all invoices into the accounts payable system.
- Review purchase orders, provide actual to budget feedback and supports research and listing of vendor quotes with internal customers.
- Review all invoices and supporting documentation for proper approvals prior to payment.
- Process weekly check runs and obtains necessary approvals.
- Distribute and prepare payments for mailing.
- Assist Director of Finance with A/P reporting to internal customers
- Reconcile general ledger accounts
- Assist with annual budget and audit schedules for the annual financial audit.
- Assist with preparation of financial statements and quarterly grant reports.
- Provide weekly accounts payable aging and budget reports
- Administers chapter memberships, packet deliveries, database maintenance and license plates sales



Human Resource/Accounts Payables Coordinator
Indiana Black Expo Inc.
Job Description

- Provides Box Office Management support for ticket transactions including pricing, taxes, fees, exchanges, refunds, sales reporting, delivery, customer service, staff, intern and volunteer training, daily accounting and reconciliation of cash and credit transactions

Minimum Core Competencies

A bachelor's degree in human resources, business, accounting, or a related field and a minimum of two (2) years accounts payable and/or human resource experience, strong customer service skills is preferred.

- General knowledge of human resources policies and employment law.
- Knowledge of accounting and financial practices.
- Working knowledge of accounts payable.
- Ability to deal tactfully and effectively with internal and external customers.
- Ability to plan and organize responsibilities such that duties are completed timely, accurately, and efficiently.
- Excellent verbal communication skills and report writing
- QuickBooks experience is preferred
- MS Office: Word, Excel and Outlook is required

Working Conditions

- Normal office environment with little exposure to excessive noise, dust, temperature and the like
- Regular exposure to video display terminals, on and off site event participation, and periodic travel

ADA Requirements

- **Communicate:** Heavy communications by telephone, face-to-face, and public presentations
- **Dexterity:** Required for heavy keyboard use and heavy paper handling
- **Detect:** Required to review detailed proposals/forms/contracts, conduct research, travel, view computer monitor, and make individual and/or public presentations
- **Stationary position:** Required for the ability to remain in the stationary position for 50% or more of the time and periodic standing for ticket sales and miscellaneous tasks
- **Transport:** Required to lift equipment, files, and other items up to 20 lbs. from the floor needed to travel locally/nationally
- **Traverse:** Required to ascend/descend stairs
- The intent of this job description is to provide a representative summary of the major duties and responsibilities performed. It is not intended to be an exhaustive list of all related duties that may be requested to perform.