

MAIN STREET SQUARE

Job Description

Job Title: Accounting & Human Resources Specialist
Status: Full-time, salary
Salary: DOE
Reports to: President

OVERVIEW

The Accounting & Human Resources Specialist is responsible for all aspects of financial and human resources management for the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in budgeting process.
 - Analyze and process invoices.
 - Process checks and authorize bank deposits.
 - Financial data entry and account reconciliation.
 - Manage and monitor general ledger, accounts payable and accounts receivable.
 - Keep accurate files for vendors, including, but not limited to, contracts, insurance, W-9's, etc.
 - Comply with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports and advising management on needed actions.
 - Monthly invoicing of Partners in Progress and DTBG members.
 - Prepare financial reports as requested.
 - Arrange all documents and information needed for audits and taxes.
 - Organize bi-weekly payroll for Main Street Square employees.
 - Maintain all employee files, handbooks, and other human resource documents.
 - Recruitment of potential employees. Assist with interview process and new employee orientation.
 - Filing of all insurance claims and keeping current with policies.
 - Assist in various projects assigned by directors.
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QUALIFICATIONS

- Five years of experience in relevant position.
 - Preference given to candidates with a degree in accounting or finance.
 - Proficient in QuickBooks and Microsoft Office Suite.
 - Must be able to efficiently multi-task, problem solve and must be detail oriented.
 - Effective communicator with pleasant demeanor.
 - Ability to thrive in a fast-paced environment.
 - Must be willing to work during nonstandard business hours, as needed.
 - Able to lift and move up to 50 pounds.
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TO APPLY

Send cover letter and resume with a minimum of three professional references to:

info@mainstreetsquarerc.com

or

Main Street Square
512 Main Street, Ste. 980
Rapid City, SD 57701

Main Street Square is an equal opportunity employer