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Accounting/ HR Assistant

Department: Finance

Location: San Francisco

Reports to: Director of Finance

Status: Full Time

FLSA Code: Non-Exempt

Job Summary

Under general supervision, the Accounting/HR Assistant is responsible for assisting with the daily accounting and human resources needs of the organization. These include, but are not limited to, processing accounts payable, bank deposits, assisting with payroll processing using the ADP Workforce Now solution with Time and Attendance, and assisting with benefits administration. This position reports to the Director of Finance (an average of three days per week) and the Director of Human Resources (average of two days per week). With the Director of Finance and the Director of Human Resources, the Accounting/HR Assistant strives to provide exemplary customer service to internal and external customers while maintaining the highest standards of accuracy, timeliness, and compliance.

Duties and Responsibilities

Accounting - Accounts Payable

- o Process vendor payments weekly, ensuring timely and accurate payment of vendor invoices.
- o Handle vendor communications, resolve any billing disputes
- o Audit incoming invoices and other payment requests for appropriate coding and authorizations, routing as appropriate.
- o Assist Director of Finance and Staff Accountant in educating employees and managers on policies and procedures relating to disbursements.
- o Review credit card expense reports and petty cash replenishments requests for accuracy and completeness.
- o Assist with preparation of annual 1099's.
- o Maintain vendor files, including contracts for services and paid items.

Accounting - Accounts Receivable

- o Prepare invoices as needed.
- o Prepare bank deposits and make bank runs.
- o Maintain customer files
- o Generate internal and external reports from accounting systems as needed.
- o Assist in resolving discrepancies and irregularities.

Accounting/HR - Payroll

- o As needed, act as backup for processing bi-weekly payroll using ADP's Workforce Now solution.
- o Review timesheets, ADP preprocessing payroll reports
- o Assist in reconciliation of all benefit deduction statements with payroll pre process reports
- o Assist in Reconciliation of monthly benefits bills with HR and payroll
- o Assist with ensuring accuracy of Time and Attendance data and various accruals.
- o Assist with ensuring compliance with IRS and other governmental laws and regulations.

HR

- Prepare offer and new hire documents
- Maintain I-9 files
- Respond to employment verifications
- Respond to EDD earnings verification/ audit requests
- Data collection, preparation of employee census information for compliance reports
- Assist in benefits administration, including processing new hires, terminations and employee changes
- Assist in scheduling interviews for job applicants

Knowledge, Skills, and Abilities

- Basic understanding of GAAP and IRS regulations.
- Extremely detail oriented and organized and able to work independently and accurately under general supervision.
- Technology and accounting systems savvy.
- Analytic, organizational, and problem solving skills, which allows for strategic data interpretation vs. simple reporting and/or processing.
- Ability and desire to translate financial concepts to individuals at all levels throughout the organization.
- Excellent verbal and written communication skills that are tactful and diplomatic
- Ability to work under pressure in a fast paced environment, able to respond to changing priorities
- Able to respond effectively to telephone and in-person inquiries.
- Knowledge of basic Microsoft Office programs required.
- Able to work at computer up to 80% of time; ability to utilize general office equipment.

Education and Experience

- BA in finance, accounting, or related field or an equivalent combination of training and experience.
- Three to five years experience in accounting, including accounts payable and payroll processing
- Experience using ADP Workforce Now or equivalent.
- Experience with Blackbaud's Financial Edge or equivalent.

Physical Demands & Work Environment

Position is considered to be sedentary and no unusual physical requirements are necessary to perform daily tasks. Position requires extended period of sitting, with much of the work done at a computer workstation. Stooping and/or bending may be required to perform routine clerical tasks, such as filing. Position duties may require incumbents to lift, carry heavy objects (up to 25 lbs.) on a non-routine or daily basis.

To apply: Please send your resume, cover letter and contact information for three (3) references to: Careers@wdfmuseum.org Electronic applications preferred. Please include your last name and ACCT.HRA in the subject line. Or mail to: attn: ACCT.HRA , HR, The Walt Disney Family Museum, 104 Montgomery Street in The Presidio, San Francisco, CA 94129. No phone calls please. Open until filled