

**POSITION TITLE: HR & ACCOUNTING COORDINATOR**

**SCOPE OF RESPONSIBILITY:**

**Human Resources:**

- Coordinate the recruitment, hiring & onboarding of new employees:
  - Liaison between department managers and outside recruiters; promote employment opportunities to hire top quality candidates.
  - Manage the new employee orientation & onboarding process.
- Maintain current and terminated employee records:
  - Participate in the development and maintenance of policies, procedures, job descriptions, and training initiatives.
  - Coordinate with department managers to monitor & report progress on training & development initiatives.
  - Correctly and accurately complete all workers compensation paperwork pertaining to employee injuries.
  - Manage OSHA logs and paperwork; complete paperwork at appropriate time of year and ensure that the correct logs are displayed.
  - Investigate and resolve personnel issues such as disciplinary actions, work related injuries, family medical leave, or other personal and confidential matters.
  - Complete exit process for terminated employees.
- Assist in managing the employee benefits program - (medical, dental, vision, life/AD&D and cafeteria plan):
  - Plan design & feature offerings.
  - Enrollments & terminations.
  - Employee election changes.
  - Monthly billing reconciliations.
- Update Human Resources knowledge base by attending training and professional events, as appropriate.

**Accounting & Administration:**

- Payroll Administration:
  - Ensures timely and accurate processing of a bi-weekly, multi-state payroll and all related activities.
  - Review and process voluntary deductions, garnishments, support orders and 401K loans.

**JOB DESCRIPTION**

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- Manage paid time off and other leave time accrual balances.
- Manage payroll system changes and updates.
- Process benefit enrollments, changes and terminations, and reconcile monthly benefit invoices.
- Prepare reports for managers and outside auditors.
- Accounting & Administration:
  - Support the month end closing process:
    - Monthly sales reconciliation.
    - Prepare & process Employee & Dealer commissions.
  - Commercial Insurance program support:
    - Maintain & support Certificate of Insurance requests.
    - Provide Worker's Compensation Audit support.
  - Update/Renew Business Licenses & Registrations.
  - Lead company sponsored events to support a positive culture and community.

**REQUIRED QUALIFICATIONS:**

- 2-4 years of experience in HR, Payroll & Accounting required. Associates degree or higher.
- Must possess high integrity with ability to handle sensitive issues and maintain confidentiality.
- Analytical, natural problem solving skills and the ability to think and work in a collaborative environment.
- High level of attention to detail and accuracy; ability to prioritize multiple tasks and meet all deadlines.
- Highly ambitious and a willingness to help others with an outgoing, friendly, and upbeat manner.
- Excellent oral and written communication skills
- Advanced Microsoft Office skills (Excel, Word and Access)

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in related area of study
- Experience in a manufacturing environment.

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