



**Accounting & Human Resources Assistant
Finance**
**Reports to Human Resources & Accounting
Director**
**FLSA Status: Non-Exempt
Full-Time**

**2025
Job
Description**

POSITION OVERVIEW

The Accounting and Human Resources and Assistant works under the Director of Human Resources and Accounting. The Accounting and Human Resources Assistant will provide vital support to the affiliate by assisting in various administrative and clerical tasks.

PRIMARY RESPONSIBILITIES¹

- Prepare invoices for payment
- Maintain vendor profiles with up-to-date W9 Forms and Certificates of Insurance
- Record and reconcile incoming payments, ensuring accuracy and timeliness
- Prepare monies for and maintain record of bank deposits
- Maintain sales records and sales tax payments for all Greater Indy Habitat ReStores
- Provide support for month-end and year-end closing processes
- Assist in posting job openings, screening resumes, and scheduling interviews
- Assist in new employee onboarding activities
- Support benefits enrollment processes and assist employees with benefits-related inquiries
- Assist in managing employee leave requests and documentation
- Complete employee termination checklists to ensure proper conclusion to employment at GIHFH
- Maintain accurate and up-to-date employee files and records
- Monitor required employee training programs
- Assist in implementation of human resources procedures and processes
- Assist in ensuring compliance with employment laws and regulations
- Assist in organizing Greater Indy Habitat for Humanity all staff meetings and events
- Perform various tasks in support of the Director of Human Resources and Accounting

ACCOUNTABILITY ITEMS

- Accounts Payable
- Accounts Receivable
- Human Resource Support

KNOWLEDGE, SKILLS & ABILITIES²

- Proficiency in Microsoft Office suite, particularly Excel, Word, and PowerPoint
- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Excellent attention to detail and accuracy in data entry and record-keeping

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.



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- Effective communication and interpersonal skills, both written and verbal
- Ability to maintain confidentiality and handle sensitive information with discretion
- Analytical skills for financial data reconciliation and reporting
- Familiarity with HRIS systems and accounting software is a plus
- Adaptability and willingness to learn new tasks and processes as required
- Problem-solving abilities and a proactive approach to resolving issues

EDUCATION, EXPERIENCE, & CREDENTIALS

- College degree or 1 – 3 years of previous experience in human resources, accounting, or related administrative roles
- 1- 3 years Accounts Payable Experience
- General accounting experience required
- Knowledge and experience with accounting software a plus

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Utilize the telephone and communicate with others, inside and out of the office environment
- Ability to be sedentary for extended periods of time
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Reliable transportation and valid driver’s license

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

³ Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

⁴ These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.