



## Human Resources/Financial Support Specialist

The HR/Financial support candidate will provide comprehensive administrative support to day-to-day operations of human resources/finance to ensure the efficient delivery of salary payments, salary adjustments, payments to outside vendors and the accuracy of employee data records. The candidate liaises closely with human resources department, finance and accounts department and other departments throughout the organization providing a customer focused and effective support service to the organization to achieve the organization goals and objectives. Salary is commensurate with experience. If your qualifications meet the job description below please e-mail your resume to: [mryckman@akrondigital.k12.oh.us](mailto:mryckman@akrondigital.k12.oh.us).

### Duties and Responsibilities:

- Provide general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines, and taking down minutes as needed.
- Prepare source documentation needed for new hires, or effective changes in pay, status, or benefits.
- Establish, maintain and control personnel, employees, recruitment relations records, files, correspondence, reports, and organization charts.
- Act as a liaison for sensitive and confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Interpret and assist employees and managers regarding cooperative agreement applications, leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Interact with and supply information to employees, department heads, and job applicants.
- Compile financial information for the organization.
- Create monthly, quarterly, and annual reports and ensure financial information has been recorded accurately.
- Support reconciliation of accounts via the purchase order process.
- Work closely with the treasurer to support and ensure accuracy.
- Rely on instructions and pre-established guidelines to perform the functions of the job.
- Work under immediate supervision.
- Support Sr. Staff in the review of budgets.
- Track all purchase orders.
- Support the Fiscal Officer.
- Perform other tasks and duties as directed.

### Skills and Specifications

- Effective problem-solving skills.
- Knowledge of recruitment process.



- Competent keyboard skills to produce accurate and well presented reports.
- Able to present information in forms, tables, and spreadsheets.
- Should be an effectual communicator verbally as well as through writing skills.
- Medium proficiency in Microsoft Excel, Word, Outlook, and Internet Explorer.
- Proficient with basic budget management and calculations.