



JOB DESCRIPTION

JOB TITLE: Human Resources/Accounting Associate

Responsible To:

VP of Finance and Operations

Job Summary:

The Los Alamos National Laboratory (LANL) Foundation HR/Accounting Associate is a part-time, non-exempt position in support of VP of Finance and Operations. This position will work from the LANL Foundation office located in Española to provide assistance in the Human Resources and Accounting Departments of the Foundation.

Job Responsibilities:

- **Human Resources Support:**
 - Provides administrative support to employees in completing timesheets and processing payroll, as well as computes, withholds, and accounts for all payroll deductions.
 - Maintains employees' personnel records, including current job descriptions to ensure compliance with the appropriate federal, state, and LANL Foundation recordkeeping requirements.
 - Assists VP of Finance and Operations with on-boarding new employees, provides ongoing HR support to employees, and maintains the contracts for contract personnel.
 - Assists with selecting and overseeing the employer-sponsored benefit programs, insurance plans, and other benefits programs and assists management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- **Accounting Support :**
 - Performs bookkeeping and accounting duties related, but not limited to payroll and reconciliations of various data.
 - Assists the VP of Finance and Operations on financial reporting to meet deadlines for board meetings, grants reporting, as well as internal program budget versus actuals reporting to LANL Foundation's different programs.
 - Supports the VP of Finance and Operations with the preparation of certain schedules and correspondence that support both monthly financial statements and the annual external audit.
 - Supports the VP of Finance and Operations with the annual preparation of the organizational budget, preparing worksheets based on financial data, and providing research as needed.
- **Other:** Performs other HR and Accounting duties as assigned.

Job Requirements:

- Must have direct Human Resources/Accounting experience
- Bachelor's degree in Human Resources/Accounting or equivalent years of education and experience in Human Resources and Accounting
- 2 or more years of experience working in a professional office environment
- General knowledge of employment laws and best practices
- Demonstrated ability to execute assigned job responsibilities with minimal direct supervision

- Excellent verbal and written communications skills
- High-level MS Office suite skills
- QuickBooks experience
- Excellent organizational skills
- Must be able to keep strict confidentiality
- Valid and unrestricted NM driver's license
- Sense of humor

Desired but Not Required:

- Advanced degree or certifications
- Ability to work some evenings and weekends as required

COMPENSATION:

This is a part time position working 20 hours per week. Compensation depends on experience. A retirement benefit is available after one year of employment. LANL Foundation is an equal opportunity employer.

To Apply:

Send letter of interest and résumé by March 24, 2019 to jobs@lanlfoundation.org.

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