

Job Announcement – For Posting Only

HUMAN RESOURCES AND PAYROLL SPECIALIST

Mid-Minnesota Legal Aid (Legal Aid) is seeking a personnel and accounting technician to assist with personnel, payroll, and accounts payable duties. With funds from United Way, other private foundations, and local, state, and federal governments, Legal Aid employs over 150 staff, including 80 attorneys, to provide free civil legal services to low-income persons and others in Central Minnesota. The position is located in the downtown Minneapolis administrative office which provides support to eight program offices. Payroll is performed by a service bureau based on input supervised by the comptroller. The general ledger and accounts payable are maintained on an in-house computer system. Legal Aid is a nonprofit corporation and is audited annually. The position is supervised by the comptroller.

DUTIES: The human resources and payroll specialist performs basic personnel and accounting services for Legal Aid. Duties include maintaining personnel records, managing benefit enrollments and FMLA and COBRA administration, preparation of payroll to be sent to our outside payroll service, proofing of payroll for accuracy, orientation of new employees including enrollment of employees in benefit programs, maintaining personnel files, tracking of paid time off balances, and billing colleges/universities for law clerk reimbursements. Non-personnel duties include keying the accounts payable to the accounting system, preparing and mailing accounts payable checks, and maintaining the accounts payable files. If time allows, the individual may perform bank account and other reconciliations.

QUALIFICATIONS: Basic knowledge of personnel management, ability to meet deadlines, excellent written and verbal communication skills, and spreadsheet skills required. Work is fast-paced, requires analytic skills, and includes data input and some filing. The position requires familiarity with basic personnel and accounting concepts, attention to detail, and the ability to be trained quickly. Proficiency using Microsoft Windows and Office is required. Four-year degree preferred. Diverse economic, social, or cultural experiences are a plus.

SALARY/BENEFITS: Hourly position. The starting salary will be \$33,888 to \$38,784, depending on experience. Benefits include family health insurance, life insurance, vacation and sick leave, and short and long-term disability insurance.

APPLICATIONS: Submit cover letter, resume, three job-related references, and salary expectations online at: www.mylegalaid.org/jobs by Friday, May 17, 2019, or until position is filled.

No calls please.

Legal Aid is an equal opportunity/affirmative action employer.