



## **Liberty House Job Announcement**

Accounting/HR Assistant  
Full-time - 40 hours  
Starting at \$19.00 per hour  
Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized and detail-oriented accounting and HR professional to join our administrative team.

Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Accounting/HR Assistant**

The Accounting/HR Assistant is a member of the Administrative team at Liberty House. This position assists with the daily accounting and human resources needs of the organization. This role is critical in providing great internal and external customer support. The Accounting/HR Assistant provides a high-level of support for the Chief Administrative Officer and Accounting Specialist.

### **Primary Duties**

- Accounts payable.
- Assist with accounts receivable.
- Assist with payroll.
- Reconcile credit card expenses.
- As needed, act as backup for monthly payroll processing.
- Assist with gathering documents for annual audit.
- Assist with filing and clerical support to both the Finance and HR teams.
- Prepare orientation packets and entering data into HRM system.
- Assist in benefits administration, including processing new hires, terminations, and employee changes.
- Maintain confidentiality.
- Assist with Recruitment efforts.

### **Education and Experience:**

- High school diploma or GED is required. College degree in finance, accounting or related field preferred;
- **Or** an equivalent combination of training and experience.
- Minimum three years' experience in handling accounts payable and/or accounts receivable.
- Familiarity with QuickBooks or other accounting software.
- Highly Organized and have an excellent attention to detail.

- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Interest in Liberty House mission

**To Apply:**

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled;

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.