



**I. JOB TITLE: Human Resources & Finance Clerk**

Reports to: Business & Employee Relations Manager  
Location: Birmingham, AL  
Salary Range: \$16 per hour, plus benefits  
Status: Non-Exempt  
Type: Full time

**II. JOB FUNCTION**

The HR & Finance Clerk will assist the Business & Employee Relations Manager with day-to-day administrative tasks including fielding phone calls, composing reports, entering data, assisting with accounts payable and receivable, benefits administration, employee recruiting and onboarding and other financial and HR functions.

The ideal candidate possesses a solid ethical framework and understanding of confidentiality, and has demonstrated integrity, accountability, and a strong work ethic in prior experience.

Additional attributes and experience:

- Strong customer service skills
- Relationship builder; a team player with all departments
- Patience with routine and attention to detail
- Proactive and process-oriented working style

**III. BACKGROUND**

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 16+ million meals a year to 250+ food pantries, shelters, and children's programs in 12 counties of Central Alabama. We also create healthy food access through direct service programs. For example, we feed children at risk of hunger during school breaks, deliver fresh produce and other staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

**IV. DUTIES AND RESPONSIBILITIES**

**Finance:**

**1. Perform accounts payable functions**

- Process and code all incoming invoices for payment
- Verify accuracy of invoices and other accounting documents, to include researching, tracking, and resolving discrepancies
- Interact with vendors and take action to resolve issues quickly and tactfully

## **2. Perform accounts receivable functions**

- Provide support to partner agencies by responding to billing inquiries, providing balance information and copies of invoices/statements by request
- Post payments to agency accounts

## **3. Provide general accounting support**

- Maintain financial records carefully and precisely, entering accurate information into forms and spreadsheets
- Prepare bank deposits
- Assist in payroll administration as backup
- Coordinate purchase of office supplies
- Administrative duties including completion of credit applications, data entry, drafting of memos and correspondence
- Other tasks as assigned

### **Human Resources:**

#### **1. Assists during the pre and post-hiring process**

- Manages and maintains job postings
- Ensures timely response to questions from hiring managers, applicants and new hires
- Coordinates scheduling of phone screens, interviews, and new hire orientation

#### **2. Assists in the orientation and onboarding process**

- Prepares materials for employee onboarding
- Assists in administering and updating employee benefits

#### **3. Provide general support for HR**

- Assists in compiling information to ensure agency compliancy
- Other tasks as assigned

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

## **V. QUALIFICATIONS**

- Associate degree in Human Resources, Finance or Accounting and/or 3+ years of related experience, preferably in a non-profit environment
- Excellent computer skills and superior knowledge of all MS Office Suite programs; accurate reporting skills
- Proficiency in QuickBooks preferred
- Ability to utilize software and work with databases; *some experience preferred*
- Ability to multi-task, meet pressing deadlines and anticipate needs
- Ability to work independently and autonomously
- Excellent written, verbal, and in-person communication skills
- Excellent planning, organization, interpersonal skills, and attention to detail
- Ability to adapt and adjust in changing environment

**VI. ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to process information through a computer system.
- Ability to talk and hear in order to communicate with diverse constituents and staff.
- Ability to read, count and write to accurately complete all documentation.
- Ability to use hands to handle or feel items such as documents.
- Close vision, color vision and ability to adjust focus is needed.
- Ability to sit, stand, walk and reach with hands and arms and lift up to 15 pounds.
- Ability to drive motor vehicles.
- Ability to work varied hours/days to oversee responsibilities.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

Community Food Bank of Central Alabama is an equal opportunity employer and provider.

This job description does not constitute a contract.

I have read the above job description. I meet the qualifications and can perform the duties as described.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date