



Museum of Science & History
JACKSONVILLE • FLORIDA

HUMAN RESOURCES COORDINATOR AND ACCOUNTING ASSISTANT POSITION DESCRIPTION

DEPARTMENT: FINANCE & ADMINISTRATION
IMMEDIATE SUPERVISOR: DIRECTOR OF FINANCE & ADMINISTRATION
STATUS: NON-EXEMPT
HOURS: 15-24 HRS. /WEEK

POSITION PURPOSE:

The Human Resources Coordinator is responsible for assisting with the administration of the day-to-day operations of human resources duties and handling information of extreme sensitivity and confidentiality. This position serves as a positive and enthusiastic role model for staff and volunteers with the understanding that all department information must be held confidential.

HUMAN RESOURCES - DUTIES AND RESPONSIBILITIES:

- Maintains confidentiality with regards to all sensitive personnel information and situations;
- Leads recruitment efforts by posting job vacancies, forwarding qualified candidates to hiring managers, scheduling interviews, conducting interviews, communicating with candidates and checking applicant references;
- Creates offer and rejection letters for position candidates;
- Manages Level 2 Background Screening for volunteers, teen interns, job candidates, and employees;
- Handles onboarding of new employees: schedules new hire orientation, oversees new hire paperwork, reviews Museum policies and benefits, and provides tour of facility;
- Maintains human resource records by recording new hires, transfers, terminations, changes in job classifications and merit increases;
- Assists with employee disciplinary or performance issues when needed;
- Arranges employee mandatory training programs, such as safety and harassment training;
- Coordinates the Museum's annual, 90-day, and mid-year evaluation process;
- Coordinates the administering of the annual open enrollment of employee benefit programs;
- Monitors, responds to and files unemployment claims;
- Updates existing job descriptions and partners with department heads in the creation of new job descriptions;
- Routinely checks benefit invoices against payroll deductions to ensure accuracy;
- Manages employee retirement benefits program; makes 401(k) payments in a timely manner;
- Records employee statistics, including organizational turnover rates;
- Revises organizational chart as needed;
- Updates and makes recommendations to improve the staff bulletin board and staff communication;
- Creates a master HR schedule calendar for implementation dates (HR Plan);

- Assists with instituting direct initiatives of the Strategic Plan as it pertains to human resources;
- Conducts ongoing audits of HR policies and creates and updates policies accordingly, including policies in the Employee handbook;
- Acts as a first point of contact for employees who have questions or complaints;
- Creates and sends semi-annual staff surveys evaluating benefits, morale, job satisfaction, etc.;
- Assists with employee recognition and service award announcements;
- Performs other related duties as required.

ACCOUNTING ASSISTANT - DUTIES AND RESPONSIBILITIES:

- Files Accounts Payable vouchers;
- Enter deposits into Financial Edge;
- Enter Journal Entries into Financial Edge;
- Backup to Accounts Manager for payroll;
- Backup to Accounts Manager for Time and Attendance;
- Performs other related duties as required.

ACCESS REQUIREMENTS:

Access to all public areas of the museum; access to support spaces designated by Executive Director; access to personnel records.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

SKILLS AND ABILITIES

- Excellent communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to handle multiple tasks simultaneously
- Solid accuracy and attention to detail

TIME COMMITMENTS:

Schedule may fluctuate monthly with new schedule dates provided 30 days in advance. Total hours per week not to exceed 25 hours.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)