



Jane Addams Resource Corporation (JARC) - Baltimore Job Description

Title: Manager – HR/Finance
Department: Jane Addams Resource Corporation-Baltimore
Program: Operations
Reports to: Vice President of Operations & Finance Director
Supervises: N/A

The Jane Addams Resource Corporation – Baltimore (JARC-Baltimore) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

JARC-Baltimore helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC-Baltimore's job training programs target skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. JARC Baltimore provides bundled financial support services, such as income supports, financial coaching and employment services.

Essential Functions:

Human Resources Functions

- Manage, create, implement and maintain policies and regulations related to employment and employment practices and compliance
- Conduct confidential personnel investigations as assigned, provide support in determining discipline and developing performance improvement plans.
- Assist with all aspects of hiring process: updating job descriptions, applicant screening, background checks, reference checks, onboarding plans, etc.
- Manage payroll management & administration, ensuring 100% accuracy of payroll and benefit services
- Administration of employee benefit programs; manage annual renewals with external providers/brokers. (Medical, Dental, Life, Flexible Spending, L-T Disability, 403b)
- Maintain employee files and records, PTO accrual, COMP and FMLA liabilities, Staff & HR Procedure Manuals and shared drive resources

- Conduct exit interviews, identify systemic risks, create and manage retention plans to address any emerging issues
- Provide input on personnel issues, including potentially confidential issues, serving as a trusted adviser to VP-Operations
- Serve as a resource and point of information for Directors for all HR issues
- Ensure compliance in all areas of HR, including federal/state employment laws

Finance Functions:

- Accounts Receivable: Assist with invoices to government funders, foundation partners and client companies; coordinates collection efforts as assigned
- Accounts Payable: Processes expense requests; assists in bill payment; assists with vendor files
- Credit Card Reconciliation: Assists with reconciling agency credit cards on a monthly basis; ensures proper documentation and approval present for each transaction in a timely manner
- Accuracy: Ensures all expenses are entered and tracked correctly, per grant or funder guidelines
- Other duties as assigned

Team Functions:

- Contribute to JARC's culture of maintaining a warm and welcoming environment including our open-door policy
- Be ethical role model for the agency and ensure adherence to all legal and ethical laws and guidelines
- Attend Management meetings and be an active member of JARC's Management Team
- Coordinate employee evaluations with management team ensuring timely and effective processes resulting in increased productivity and employee engagement
- Contributes to Agency's continuous quality improvement efforts
- Serve as ADA, EEOC and Safety Compliance Manager
- Contributes to JARC's continuous quality improvement efforts
- Contributes to JARC's warm and welcoming environment

Qualifications:

- A minimum of a Bachelor's Degree and a minimum of five years of related experience
- Experience in non-profit required
- Excellent interpersonal, organizational, verbal and written communication skills
- Experience leading teams and mentoring managers
- Ability to communicate effectively with customers, vendors, and employees at all levels of the organization

- Experience with government funding requirements
- Above average computer skills, solid working knowledge of Microsoft Office and database applications; experience with Quickbooks a plus
- Strong organizational skills including the ability to effectively prioritize tasks and meet deadlines in a fast-paced environment
- Takes ownership of problems and finding solutions that will meet the needs and standards of JARC Baltimore

Terms/Conditions:

- Full-time (35 hour week)
- FLSA Exempt
- Management
- Criminal Background Checks Required
- Travel to Chicago or other locations as needed

Salary Range: \$ 45,000 – 50,000 annually

To Apply:

E-mail resume and cover letter to: hr@jane-addams.org

Please include “Manager – HR/Finance Baltimore” within the subject line. Inquiries without this in the subject line will not be reviewed or considered.

No phone calls please.

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer.
Minority/Female/Veteran/Disabled/LGBTQ encouraged to apply*