


<p>JOB DESCRIPTION</p> 	<p>JOB TITLE: HR / Accounting Administrative Assistant</p> <p>Job Location: Utah Olympic Park</p> <p>Reports to: HR Manager</p> <p>Function Area: UOLF Administration</p> <p>Position Code: 050</p> <p>Pay Grade: 4</p> <p>Type: Full Time/ Hourly</p>
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Job Title: HR / Accounting Administrative Assistant

Major Tasks and Responsibilities

HR (40% time)


- Assist HR Manager with:
 - Recruiting efforts for all personnel - writes and places advertisements
 - New hire and rehire paperwork
 - Employee programs such as Employee Perk Program, Monthly Newsletters, Company parties, etc.
 - Helps conduct new employee orientations
 - Runs e-verify for all new staff
 - Runs background checks for coaches and driving
 - Assists with preparation and maintenance of employee handbook and policies and procedures book
 - Keeps employee personnel files updated
 - Assists with benefits administration including claims resolution, enrollments, documentation and communicating benefit information to employees
 - Maintains updated forms
 - Other HR job duties as assigned

UOLF Accounting (50% time)

- Assist the UOLF Accountant with:
 - Oversee Cash deposits and balancing for the Utah Olympic Park
 - Run reports – Point-of-Sale history and Brinks coordination
 - Prepare invoices for various departments
 - Provide administrative support to other departments
 - Reconcile AMEX and VISA statements for Park
 - Reconcile Staples and Home Depot statements – Park only
 - Pay and track all Petty Cash for Park
 - Oversee Credit Card Check Out and Control Credit Card Logs/Receipts
 - Other accounting duties as assigned

Miscellaneous Office Duties (10% time)

- Responsible for all winter Park Uniforms. Researches, orders, inventories, distributes, tracks, collects and cleans uniforms
- Receives Donation requests and processes
- Maintain and order office supplies for Park
- Maintain and order postage and Postage Meter, Fed Ex, UPS, etc.
- Distribute Mail
- Keep calendar for vehicle usage and track keys for all Park vehicles.
- All other job duties as assigned

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Required Knowledge and Essential Skills

- Must be self-motivated, creative and an analytical problem solver
- Prior experience in Human Resources preferred
- Strong written and oral communication skills
- Must have attention to detail
- Have accounting, finance and budget knowledge/background
- Minimum 3 years experience working in an office environment
- Must have a professional demeanor and pro-active attitude
- Strong computer skills and proficiency with Microsoft Office Suite (Word, Excel, Access and PowerPoint), email and the internet
- Self starter who will take initiative and work independently
- Excellent organizational skills
- Ability to multi-task in fast paced environment

Minimum Qualifications

- Minimum 18 years of age
- Flexible work schedule

Physical Requirements

- Ability to lift 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Required In-House Training

- UOLF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- Other training as required

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.