JOB DESCRIPTION

| **Title** | ACCOUNTS RECEIVABLE/HR ADMINISTRATOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Accounts Receivable/HR Administrator** is the first point of contact for [Organization Name] employees and external partners for any human resources-related questions. Specifically, the Accounts Receivable/HR Administrator handles the majority of employee documentation, such as contracts, recruitment paperwork, training records, etc.

This position is also responsible for generating revenue for businesses by ensuring that customers are correctly billed for goods or services. They collaborate with other departments to ensure that the correct amounts are collected on time, that transactions are verified and recorded, that account discrepancies are resolved, and that other tasks are completed to secure client payments.

The Accounts Receivable/HR Administrator is approachable, has an excellent attention to detail, and is capable of multitasking.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

HR Administration

* Creating and maintaining employee records
* Internal database updating, such as sick and maternity leave
* Creating and revising human resources documents, such as employment contracts and recruitment guides, as needed
* Reviewing and renewing company policies and ensuring legal compliance
* Communicating with external partners
* Regular reporting on human resources metrics such as company turnover
* Acting as the first point of contact for employees with any human resources-related questions
* Assisting with payroll by providing the department with relevant employee information, such as holiday and sick days taken
* Assisting with internal arrangements ranging from travel to expense processing
* Maintaining training and occupational health and safety records
* Additional human resources-related duties as required

Accounts Receivable

* Processing, validating, and posting receipts for goods or services provided.
* Investigating and resolving account discrepancies
* Keeping transactions processed and recorded
* Keeping track of payments and account statuses
* Accessing information from other departments to ensure that records are precise and complete, and that accounts receivable records and files are current and accurate
* Operating with the collections department to review accounts, client payments, credit history, and create new or more favorable repayment terms
* Undertaking administrative and clerical tasks such as data entry, invoice preparation, bill reminders, filing paperwork, and contacting clients to discuss their accounts
* Creating reports and statements for internal use
* Participating in ongoing educational opportunities to keep job knowledge current
* Ensuring compliance with regulatory requirements for privacy and data protection
* Updating client information as needed
* Performing other related duties as assigned

**Key Qualifications**

* Bachelor's degree in a field related to human resources or business administration
* Experience as a human resources administrator or a human resources administrator's assistant
* Understanding of different human resources software systems, such as HRMS
* Computer literate in programs such as Word, Excel, and others
* Excellent knowledge of employment standards laws
* Basic accounting principles, fair credit practices, and collection regulations are all well-understood
* Proven ability with accounting figures and financial records management
* Data entry skills and a knack for numbers are required
* Working knowledge of spreadsheets and accounting software

**Core Competencies**

* Outstanding oral and written communication abilities
* Excellent time management and prioritization skills
* Ability to execute a multitude of tasks concurrently
* Attention to detail to ensure the completion of tasks properly and accurately
* Ability to establish relationships with clients and internal departments
* Excellent negotiation and conflict resolution skills

**Working Conditions**

* This position is set in an office setting.
* Overtime may be required.
* Working hours are generally from <insert time> to <insert time>.