

EMPLOYMENT OPPORTUNITY

Accounting Human Resources Manager



ROLE DESCRIPTION

THA Architects Engineers has an opening for a full time Accounting Human Resources Manager position within our firm. This position offers the opportunity to engage in challenging work within an award-winning architecture practice. We are a 12-person firm committed to design excellence and professionalism on every level.

This role will undertake a range of tasks to support the financial, administrative, and HR responsibilities of the office including payroll, accounts payable and receivable, employee orientations, benefits administration, compensation, rewards, and conflict resolution. The ideal candidate will have experience in accounting practices with a thorough understanding of HR policies and procedures. They should possess excellent analytical and communication skills, with strong attention to detail.

SKILLS AND QUALIFICATIONS

- ▶ Bachelor's Degree in related field.
- ▶ Minimum 5-8+ years combined human resource and office management experience preferred.
- ▶ Minimum 3+ years bookkeeping/financial management experience.
- ▶ Proficiency with Deltek/Ajera preferred, but not required.
- ▶ Strong, positive work references.
- ▶ Commitment to strict confidence and discretion.
- ▶ Ability to use good judgment and take initiative.
- ▶ Positive attitude and professional demeanor.
- ▶ High level written and verbal communication skills.
- ▶ Attention to detail with high-level accuracy.
- ▶ Highly organized and capable of handling multiple projects and tasks concurrently.
- ▶ Ability to work independently and contribute to a team in a positive way.
- ▶ Ability to interact with employees and clients alike with the utmost professionalism.
- ▶ Fluent in modern technology and software programs with proficiency in Microsoft Office.

RESPONSIBILITIES

- ▶ Work alongside principals, project managers, architects, engineers, and clerical staff in a variety of tasks to support the administrative duties in the office and ensure the office is running smoothly.
- ▶ Meet with vendors and negotiate the purchase of office services, supplies, and equipment in accordance with company purchasing policies and budgetary restrictions.
- ▶ Perform basic accounting duties including accounts payable and receivable, expense tracking, invoicing, reports, and payroll.
- ▶ Create company and project related financial reports.
- ▶ Maintain compliance with federal and state regulations concerning employment.
- ▶ Maintain company organization charts and the employee directory.
- ▶ Perform benefits administration to include claims resolution, change reporting, and communicating benefit information to employees.
- ▶ Administer various human resource plans and procedures for all company personnel; assist in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
- ▶ Conduct recruitment efforts; conduct new-employee orientations; monitor career-pathing program.
- ▶ Handle employee relations, conflict resolution, and exit interviews.
- ▶ Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.

BENEFITS PACKAGE

- ▶ Competitive compensation with potential for bonuses.
- ▶ Health, dental, and vision insurance.
- ▶ 401k Retirement Plan.
- ▶ Paid vacation and personal time off.
- ▶ Flexible work hours.
- ▶ A supportive work environment that encourages professional growth and learning.

Interested in joining our team?

Submit your resume to:
info@tha-flint.com