



## Human Resource and Office Manager

1 Position in Raleigh, North Carolina

To apply, please send your resume/cover letter to: [hr@carolinasmallbusiness.org](mailto:hr@carolinasmallbusiness.org).

### About the Organization

Carolina Small Business Development Fund (CSBDF) works to promote community and economic development throughout North Carolina and the surrounding regions. Our work is inspired and driven by those we serve: aspiring and existing small business owners. By helping entrepreneurs reach their business ownership dreams, we seek to grow and support an engine of local economic growth. CSBDF's model of operations has three prongs: affordable financing, comprehensive technical assistance, and evidence-based policy research. With multiple offices located throughout the state in both urban and rural areas, we offer an accessible pathway for small business success.

### Job Description and Duties

Under the general supervision of the Chief Financial Officer (CFO), this position functions as a human resource generalist while performing office manager. As the human resource generalist for the organization, this position is tasked with overseeing human resource activities/compliance issues including, but not limited to: new hire processing, benefits management, management of confidential employee files, personnel policy manual updates, etc. Works with CFO as needed to develop, implement, and review human resource policies. Manages daily office operations.

This role also performs some basic accounting tasks under the CFO. This includes processing bi-weekly payroll, creating journal entries for payroll/benefits and entering them in the General Ledger. Reconciles monthly operations bank statement. Serves as back up for Finance Manager. Assists CFO with annual budget preparation and both internal/external audits. Maintains a complete filing system for all vendor/consultant contracts, W-9s, and 1099s. Registers lobbyists and files all necessary documents/reports pertaining to lobbyist activities. Oversees all office ordering of necessary supplies, printing, equipment, etc.

### Experience and Education

#### Required Qualifications

- Bachelor's degree in Human Resources, Business, Accounting or a related field and five 5 years related work experience in some combination of human resources and accounting/finance; or an equivalent combination of education and experience.
- Possession of a valid North Carolina driver's license.



### Preferred Qualifications

- Some experience with Financial Edge platform.
- Some experience with ADP Total Source platform.

### Knowledge, Skills, and Abilities

- Knowledge of general human resources policies, procedures, compliance standards, and benefits administration.
- Knowledge of general accounting and budgeting systems and procedures. This includes understanding and applying accounting standards and procedures, internal controls, and applicable federal and state rules/regulations.
- Ability to review and verify mathematical calculations, maintain accurate accounting records, and identify/reconcile errors in general ledgers and bank statements. This includes analyzing data and preparing financial statements and reports.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Effective written and verbal communication skills with the ability to be persuasive one-on-one as well as in a group setting.
- Comfortable interacting with people of different social, economic, and ethnic backgrounds.