



Title: HR & Grants Accounting Administrative Assistant	
Reports to: HR & Grant Accounting Manager	Department: Finance
<input checked="" type="checkbox"/> Full-time: Monday – Friday 8:30am- 5pm <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt <input type="checkbox"/> Consultant/1099
Position Summary: <p>The HR and Grants Accounting Assistant is responsible for providing support in the areas of Human Resources and Grants Accounting. This position will support the Human Resource Coordinator and the Grants Manager. HR assistance will include but is not limited to updating personnel files, responding to HR inquiries, benefits enrollment, and payroll. Grant Management assistance will include pulling supporting documents for grant reporting, responding to grant related inquiries, preparing grant reimbursement reports and assisting with the submission of grant billing.</p>	
Essential Duties and Responsibilities:	
HR Responsibilities	
<ul style="list-style-type: none">■ Assist with the preparation of new hire onboarding packets.■ Coordinate the setup of new hire cell phones, including configuring, devices as needed.■ Collaborate on the maintenance and update of the organization's cell phone inventory.■ Assist with ensuring the accuracy of employee contact information.■ Support HR in maintaining employee records, including auditing personnel information.■ Provide general administrative support to the HR department, including filing, scanning, and organizing documents.	
Grants Accounting Responsibilities	
<ul style="list-style-type: none">■ Assist with preparing reimbursement requests to grant funders.■ Review financial documentation, such as invoices, receipts, and expense reports, to ensure accuracy and compliance with grant requirements.■ Assist with maintaining detailed records of grant expenditures, reimbursements, and financial transactions related to grant-funded projects.■ Collaborate with program managers and finance staff to reconcile grant-related financial data and resolve any discrepancies.■ Assist in the preparation of financial reports and documentation required for grant audits or reviews.■ Stay informed about grant regulations, reporting requirements, and best practices related to grant reimbursement.	



Additional Duties and Responsibilities:

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Skills / Qualifications

- Minimum of an Associate degree in Business Management or 5 yrs. experience preferred.
- Proven experience in an administrative role, preferably in HR or Grant Management.
- Strong analytical skills and attention to detail in financial documentation & Data Analysis
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to handle sensitive and confidential information with discretion.
- Excellent communication skills for interacting with internal and external partners.
- Ability to prioritize tasks, meet deadlines, and work effectively in a team environment

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote
Travel Requirements	<input checked="" type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> None
Hours	<input checked="" type="checkbox"/> Days <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends

This role is Hybrid at Hope Atlanta’s discretion. The hybrid schedule is not permanent and may be subject to change based on the needs of the workload.

The following environmental conditions are rated according to their expected frequency:
 N- Never S- Sometimes D- Daily A- Always (more than once a day)

Sit	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input checked="" type="checkbox"/> A	Stand	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input checked="" type="checkbox"/> A
Walk	<input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A	Twist/Bend	<input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A
Reach/Grasp	<input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A	Individual Work	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input checked="" type="checkbox"/> A
Teamwork	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input checked="" type="checkbox"/> A	Lift <20 lb.	<input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A
Lift 20-50 lb.	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A	Lift >50 lb.	<input checked="" type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> A



Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Revision History

Created: 4/18/24	Rev Description: HR & Grants Accounting Assistant	Approved By: HR
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Acknowledgement of Receipt and Understanding

Employee Name:	Signature:	Date:
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