



3390 Peachtree Road NE, Suite 1400 | Atlanta, GA 30326 | P. +1.404.975.5000 | www.acenursing.org

Human Resources and Accounting Team Support Specialist

Pay: \$22-\$24 per hour
Reports to: Director of Finance
Status: Hourly/Non-Exempt
Terms: 32-40 hours/week, eligible for benefits
Location: Atlanta, GA

POSITION SUMMARY

The Human Resources and Accounting Team Support Specialist is responsible for assisting with the day-to-day administrative functions of human resources and accounting. The successful candidate will lead and coordinate human resources functions and act as a support to the finance team.

RESPONSIBILITIES

- Maintains personnel records (paper and electronic) in accordance with federal and state laws as well as ACEN policy and practices
- Maintains confidentiality with regards to all sensitive personnel information and situations
- Leads recruitment efforts by posting job vacancies, forwarding qualified candidates to hiring managers, scheduling interviews, conducting interviews, communicating with candidates, checking applicant references and initiating background checks
- Creates offer and rejection letters for position candidates
- Handles onboarding of new employees, including new hire paperwork and initiating access to internal systems as assigned
- Coordinates annual performance reviews
- Coordinates the administration of annual open enrollment/employee benefits
- Works with senior leadership to update existing job descriptions; create new job descriptions as needed
- Responsible for compensation analyses to ensure ACEN compensation is competitive with market
- Supports workforce with internal communications and dissemination of information
- Tracks and maintains all employee changes with carriers and internal systems
- Acts as a first point of contact for employees who have questions or concerns
- Responsible for employee recognition and service awards as needed
- Off-boarding employee, including exit interviews, ensuring ACEN property is returned, and removing access to internal systems as assigned
- Monitors, responds to, and files unemployment claims
- Ensures systems and files are updated with required data and information
- Other related duties as assigned
- Assist with implementation of QuickBooks Online Advanced
- Process accounts payable and accounts receivable in QuickBooks Online Advanced
- Record payments received in events system and in QuickBooks
- Follow up on outstanding receivables

- Prepares Bank Deposits
- Other related duties as assigned

QUALIFICATIONS

All the following are required critical elements to be considered for the position.

- Bachelor's degree in Business or Human Resource Management from an accredited institution
- Minimum of two (2) years of HR administration experience required
- Experience with Microsoft Office and QuickBooks required
- Experience with Paychex preferred

COMPANY OVERVIEW

The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of specialized accreditation for all levels of nursing education and transition-to-practice programs located in the United States, U.S. Territories, and internationally.

The ACEN is situated within walking distance of both Phipps Plaza and Lenox Square mall. With a free parking pass or MARTA pass provided to every employee, shopping and enjoying the heart of Buckhead is a bonus on top of all the great benefits listed below. The office building is elegant and secure, with magnificent views of the city.

BENEFITS

- Paid Time Off which includes Annual PTO, which is accrued based on tenure, a Carryover Bank which may carry over unused Annual PTO, and Personal Bank PTO which can be taken without designating the time as sick leave, vacation, or a personal day.
- All employees are entitled to nine (9) paid holidays per calendar year.
- Health, Vision, Dental, Accidental Death and Dismemberment, and Life Insurance as well as Short-and Long-term Disability Insurance and Worker's Compensation.
- Bonus Pay, which is determined based on ACEN's annual operational revenues/expenditures.
- Employee Assistance Program offered.
- Free parking pass or MARTA pass.
- Employer matching retirement 401K Plan.

COVID-19 VACCINATION REQUIREMENT

The ACEN requires evidence of being fully vaccinated and boosted with an FDA approved COVID-19 vaccine prior to beginning employment.

ACEN is an equal opportunity employer.