

HUMAN RESOURCES & ACCOUNTING SPECIALIST – FULL-TIME

Mid-Minnesota Legal Aid (MMLA) is seeking a full-time Human Resources & Accounting Specialist. This position will be based in our Minneapolis office, supporting approximately 170 employees in all office locations. This position allows for a hybrid work environment and will start as soon as possible after an offer is extended.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

Human Resources

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions
- Enter payroll information and adjustments semi-monthly using ADP to guarantee accurate and timely submissions of payroll
- Track and reconcile all payroll changes from period to period, including changes to earnings and deductions
- Maintain virtual personnel files for active and terminated employees and monitor them for completion
- Manage benefits enrollment and administration, including:
 - Summarizing payroll data to determine retirement contributions and matches
 - Completing short- and long-term disability claim forms as needed and monitoring claims' statuses
 - Scheduling meetings with new hires to review benefits packages
- Assist with the recruitment and selection process by:
 - Editing job postings for consistency and clarity
 - Posting job ads to MMLA's employment website and other third-party recruiting sources
 - Handling position-inquiries from candidates by email
 - Reviewing application materials and making recommendations to hiring managers
 - Scheduling interviews for selected candidates
 - Completing reference checks for selected candidates
- Facilitate new employee onboarding, including gathering new hire paperwork and conducting new hire orientation
- Manage general inquiries from employees to improve employee relations, including:
 - Informing employees of MMLA policies and procedures
 - Providing HR advisory services to employees
- Comply with local and federal regulations for leaves and personnel reporting, including Family/Medical Leave (FMLA), COBRA, Worker's Compensation, Minnesota Employee Notices, and USCIS Form I-9 E-Verify
- Assist with annual Equal Opportunity/Affirmative Action data collection to analyze organization demographics as needed
- Assist Division Directors with administering leaves of absence
- Maintain salary budgets and utilize budget analysis to advise on proposed personnel changes
- Other duties as assigned

Accounting

- Process accounts payable for weekly and monthly invoices, including:
 - Entering invoices using Abila's MIP Fund Accounting
 - Preparing and mailing checks to vendors
 - Preparing and uploading ACH data file to banks
- Support audit work preparation, including:
 - Preparing bank confirmations
 - Using mail merge to send revenue and related party confirmations
 - Summarizing operating lease payments
 - Pulling historical invoices and payroll reports as needed
 - Listing Compensation of Officers, Directors, & Key employees for tax returns disclosure
- Other duties as assigned

QUALIFICATIONS:

- Four-year degree or four years of relevant experience
- Knowledge of basic personnel management and accounting concepts
- Excellent analytical and written and verbal communication skills
- Strong attention to detail
- Proficiency using Microsoft Office, particularly Excel, required
- Experience with ADP HRIS system preferred
- Diverse economic, social, and cultural experiences preferred

SALARY: \$69,850 to \$76,200 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

APPLICATIONS: Submit resume and cover letter expressing interest in the position via email at apply@mylegalaid.org. If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at acofell@mylegalaid.org

Please direct all other inquiries to hire@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.