

Accounting and HR Assistant

Join our team at TowerPinkster and open a new door to an amazing career!

TowerPinkster, a regional 100 person Architecture and Engineering Firm based in Michigan is looking for a talented Accounting and HR Assistant. This position is responsible for providing Accounting and Human Resources specific administrative support to Accounting and Administration manager and Human Resources Manager and other team members as needed.

Position Responsibilities

Accounting Duties:

- New Hire Accounting Orientation, to include training for timekeeper, expense reports, and mileage reports
- Accounts Payable including issuing vendor and consultant purchase orders, invoicing, backup and voiding checks, accounts payable reports, and data entry
- Accounts Receivable including entering new projects on system, preparing and depositing bank deposits, data entry of receipts, and accounts receivable reports
- Data entry including journal entries, general ledger entry and verification, coding and entering invoices, Accounts Receivable, Accounts Payable and miscellaneous cash receipts
- Maintain filing system for invoices, purchase orders, paid checks, month end reports and employee records
- Enter month end journal entries
- Assist in covering the responsibilities of our office front desk as needed

Human Resources Duties:

- Respond to internal and external HR related inquiries or requests and provide assistance
- Maintain records of personnel-related data in both paper and the database and ensure all employment requirements are met
- Assist with Payroll Processing and Benefits Enrollment
- Manage employee wellness program
- Support the recruitment/hiring process by scheduling interviews, new hire paperwork and day one Orientation
- Coordinate training sessions and seminars
- Assist with organization employee events
- Produce and submit reports on human resource activities as needed
- Assist in performance management scheduling and employee survey conduction

Position Competencies

- Practice honesty in all actions
- Complete work with accuracy and attention to detail
- Display commitment to quality work and look for ways to improve quality

- Contribute to a positive team spirit
- Put success of team above own interests
- Adapt easily to changes in work style
- Keep others informed using appropriate communication methods
- Take independent actions
- Able to plan and prioritize work activities
- Able to interact with others in a positive manner
- Able to understand the needs of others in order to exceed user expectations
- Display a willingness to make decisions, support and explain reasoning for decisions

Position Qualifications

- A minimum two year's professional experience in the Accounting and/or HR field
- An Associate's or Bachelor's Degree a plus
- Strong working knowledge of Microsoft Word and Excel
- Must be very organized and able to multi-task
- Excellent oral and written communication skills
- Must exhibit a professional demeanor

Position Location

This is a full time position located in either our Kalamazoo or Grand Rapids Office.

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 100 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. And having a diverse team fosters fresh perspectives, creating better results.

TowerPinkster received the 2014 Firm of the Year Award from AIA Grand Rapids. This award was given based on design creativity, community commitment, client commitment and team building. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's fun and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it! We love what we do and it shows!

www.towerpinkster.com. We are an Equal Opportunity Employer