Accounts Payable / HR Specialist

1 Convention Center Plaza, Pine Bluff, AR 71603 | Hourly | Full-time

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Job Summary:

The Accounts Payable / HR Specialist is responsible for performing accounts payable, payroll support, banking, human resources, and general administrative functions. This position maintains accurate financial and employee records, assists with payroll processing, supports event accounting and documentation, and provides clerical and administrative support to the Comptroller and Executive Director.

The position requires a high degree of accuracy, organization, confidentiality, professionalism, and the ability to manage multiple responsibilities and deadlines.

Specific Job Duties and Responsibilities

- Collect, review, code, and enter vendor invoices into the accounting system and obtain appropriate approval.
- Maintain organized electronic and paper files for invoices, vendors, accounting records, and employee documentation.
- Assist with payroll processing, including collecting and reviewing employee time records and preparing payroll-related payables and supporting documentation.
- Track and maintain payroll labor distribution records.
- Maintain event accounting files and settlement folders and verify that settlement sheets agree with contracts, payments, and applicable equipment and service charges.
- Ensure event deposits are properly documented, and advance payments are appropriately identified for deferred revenue processing.
- Maintain required facility licenses and assist with monitoring renewal dates, including licenses related to the boiler/chiller room and other facility operations.
- Assist with employment and income verification requests, garnishments, and other authorized payroll or employment documentation.
- Prepare and process authorized bank deposits and maintain supporting deposits documentation.
- Collect authorized client payments by check or credit/debit card in accordance with established procedures.
- Track monthly requisitions, employee travel mileage, reimbursements, and related documentation.
- Attend staff meetings, record minutes, prepare meeting documentation, and distribute approved minutes as required.
- Maintain concession and bar fund reports and supporting event documentation.
- Develop and maintain the Commission meeting calendar and track required meeting dates

and deadlines.
• Prepare and distribute Commission meeting reminders, agendas, and related correspondence as assigned.
• Record and transcribe Commission meeting minutes and maintain official meeting documentation.
• Assist the Comptroller with accounting, payroll, financial recordkeeping, and other duties as assigned.
• Monitor employment applications and resumes received by email and maintain applicants' records.
• Assist with creating and updating job descriptions, interview questions, and interview packets.
• Maintain records of new hires and complete required Arkansas new-hire reporting.
• Properly maintain and file interview documentation, new-hire paperwork, and terminated employee records.
• Serve as a witness during employee meetings or workplace investigations when requested and accurately document or transcribe incident reports.
• Collect and maintain required employment and tax documentation, including Forms W-4, I-9, AR4EC, 1099 documentation, and other applicable forms.
• Assist with maintaining employee insurance, retirement, loan, and other benefit-related documentation.
• Maintain strict confidentiality of employee, payroll, financial, vendor, and organizational information.
• Perform other accounting, human resources, and administrative duties as assigned by the Comptroller or Executive Director.

Minimum Experience, Education, Skills and Qualifications: **Minimum Experience, Skills or Education Required:**

- Associate degree required; bachelor's degree preferred in accounting, business administration, human resources, or a related field.
- Minimum two years of related experience in accounts payable, bookkeeping, accounting, payroll, human resources, or administrative support preferred.
- Basic knowledge of accounting principles, accounts payable procedures, payroll processing, and recordkeeping.
- Experience with accounting or payroll software preferred; experience with Sage 50 and/or QuickBooks a plus.
- Proficiency in Microsoft Office, including Word, Excel, Outlook, and other standard office applications.
- Ability to accurately enter, review, and maintain financial and employee information.

- Strong organizational and time management skills with the ability to prioritize assignments and meet established deadlines.

- Strong attention to detail and the ability to identify discrepancies in invoices, payroll records, deposits, and supporting documentation.
- Ability to communicate professionally and effectively with employees, management, vendors, clients, and members of the public.
- Ability to maintain confidentiality and exercise discretion when handling payroll, personnel, financial, and other sensitive information.
- Ability to work independently while also following established accounting, payroll, HR, and organizational procedures.
- Must demonstrate dependability, professionalism, initiative, and good judgment.
- Must be willing and able to learn additional accounting, payroll, and human resources procedures as assigned.

Deadline

The position will remain open until filled.

To Apply for This Position:

Download the Pine Bluff Convention Center Application from the Employment Opportunities page. If you are on a desktop browser, you can select the Add Text button on the top left of the window and add your information in its respective sections. When finished, select Save at the top right and Save to your computer. You can either utilize the Apply Here! Section at the bottom of the Employment Opportunities page or email to applications@pinebluff.com. You can also print the application, fill it out, and bring it by the offices Monday – Friday 8 AM – 5 PM.