



Finance & HR Assistant

Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

Core Values Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

Position Summary

The Finance & HR Assistant will work closely with the Director of Finance and the Associate Director & HR. They are responsible for performing the day-to-day bookkeeping functions including accounts payable, accounts receivable, payroll, cash receipts, and other general ledger entries. This position handles day-to-day human resources activities related to payroll, specifically processing timesheets and tracking PTO/sick time, onboarding new employees, and renewing employee benefits. The Finance & HR Assistant will serve as the backup to the Director of Finance and Associate Director & HR in all areas related to finance and HR.

Family Tree Clinic is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people from the local community are strongly encouraged to apply.



Finance & HR Assistant

Primary Duties

Independent Responsibilities:

I. Accounts Payable:

- Enters all vendor invoices, employee reimbursements, and credit card purchases into QuickBooks accounting software.
- Vendor Management including following up on invoices,
- Expense reporting/management.
- Maintains AP Records.

II. Accounts Receivable & Cash Receipts:

- Enters and tracks receivables in QuickBooks.
- Enters all cash receipts (bank deposits and EFTs) into QuickBooks daily.
- Creates the front desk daily sheet every day, entering payments from both Square and InstaMed, to enable the Billing Associate to make the appropriate entries into NextGen.
- Maintains paper files for cash receipts and government grants.
- Makes bank deposits of both the daily clinic cash & checks received weekly.

III. Payroll & HR

- Coordinates receipt of timesheets from all employees every other week.
- Reminds employees timesheets are due and follows up to get any missing timesheets.
- Reviews all timesheets to assure they adhere to company policies and practices, and follows up with employees and supervisors to correct errors.
- Enters bi-weekly payroll into QuickBooks.
- Maintains paper payroll files.

IV. General Bookkeeping:

- Reconciles all bank accounts and credit cards monthly.
- Makes month-end journal entries, including but not limited to, postage meter usage, prepaid insurance, patient fees charges and adjustments, and We Are Family Fund disbursements.
- Enters the Board-approved annual budget into QuickBooks annually.
- Serves as the backup to the Senior Director of Finance and Associate Director & HR for all day-to-day functions.

V. Human Resources:

- Completes new hire paperwork with all new employees and conducts background checks.
- Enrolls new employees in benefit insurance programs.
- Coordinates the open enrollment process for all employees annually.
- Sets employees up in the payroll system and helps employees with related questions.
- Serves as a resource for employees around benefits, paid time off, and the payroll system.
- Send all staff HR related emails.

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Collaborative responsibilities:

- With the Director of Finance & Associate Director (HR):
 - tracks monthly expenditures for all government grants;
 - coordinates monthly, quarterly and semi-annual grant billing for all government grants;
 - prepares and submits budget modification requests for government grants;
 - manages government grant budgets to ensure complete expenditure of each grant by the end of the grant term;
 - creates bi-weekly payroll spreadsheets for entry into QuickBooks;
 - assists with the preparation of the quarterly MN Care Tax estimated payments;
 - assists with the preparation of the annual Sales Tax return; and
 - assists with the annual renewal of employee benefit insurances.
- Participates in organizational training, workshops, and meetings focused on racial justice & anti-oppression.

Program/department coordination responsibilities: This position has no department coordination responsibilities.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Additional Duties (not a complete list):

- Performs additional tasks and responsibilities as assigned

Qualifications

Required:

- 2 years previous experience with accounting, bookkeeping, financial management, analysis, HR, or other finance and HR related work.
- An exceptional level of attention to detail is required.
- Experience with Google and Microsoft office products and applications.
- Proficiency with Microsoft Excel.
- Ability to maintain confidential records and information.
- Ability to work independently with minimal supervision.
- Ability to handle and coordinate many different tasks.
- Flexible and able to work with multiple interruptions.
- Excellent ability to communicate successfully both verbally and in writing with a wide variety of people.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression is required.

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Preferred:

- 3+ years bookkeeping/accounting experience in a nonprofit setting.
- Experience with QuickBooks accounting software.
- Knowledge and understanding of nonprofit fund accounting.
- Human Resources experience.
- Knowledge about Family Planning and LGBTQ+ healthcare needs.
- Understanding of health insurance terms and concepts.

Salary & Benefits:

Starting hourly wage is \$26-\$28 based on experience and qualifications beyond what is required in the job description. This is a benefits-eligible position consisting of 11 paid holidays, 15 paid vacation days and 15 paid sick days to start (paid time off increases after one year), 2 paid personal days; medical, dental, vision, life, and long-term disability insurances; a 401k with employer matched contributions. With all benefits included, the total effective compensation package may be valued upwards of \$35 per hour. ***This figure represents the combined value of wages and benefits if maximum benefits are selected. It is not the hourly base wage.***

Hours: 40 hours per week during clinic business hours (M-F). Rarely, evening or weekend work may be needed.

Supervisor: Associate Director

Typical Working Conditions: Use of office equipment requiring full manual dexterity, eye-hand coordination, and alertness. The position spends the majority of time working in an open office setting at a computer with a sit/stand desk. Combination of office and clinic environment. Hazards common to clinical and educational environments including potential exposure to communicable diseases.

To Apply: Please email cover letter and resume to Francine Tolbert (she/her) at ftolbert@familytreeclinic.org.

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