

Job Description

Job Title: Data and Reporting Associate

Reports To: HR Manager

Status of Position: Part or full time, need for up to 40 hours per week that can be filled by one or more individuals

Entry level position to support the organization’s administrative team with a variety of data entry and reporting functions. The administrative team is comprised of eight employees who provide Human Resources, Finance, Contracting, and Program and Grant Reporting support to All Roads Program leadership. This is an excellent opportunity to learn all aspects of the department and organization before seeking to specialize. A willingness to embrace the organization’s mission while upholding its core values is critical: Treating all with dignity, achieving results through competence and creativity, offering support and opportunity and practicing responsible stewardship.

Outline of Key Duties:

- **Direct Human Resources (HR) support.** Enter employee payroll and other data into benefit and retirement websites. Maintain org. chart and employee phone list. Prepare and submit periodic reports to governmental organizations e.g. OSHA, Department of Labor, etc.
- **Intersection of HR and Finance.** Prepare monthly benefit allocation workpapers, analyze, provide reporting and resolve payroll reconciling items, as required. Populate new HR and accounting systems with legacy data.
- **Intersection of HR, Grant Reporting and Finance.** Run department reporting, reconcile variances and create audit trail of variances, if any.
- **DocuSign.** Become the organization’s DocuSign subject matter professional and set up and improve the use of DocuSign for a variety of operational documents.
- **Record retention policy.** Support department in deleting online and shredding paper records that are outside of the record retention period.
- **Special projects.** Perform special projects as needed and capacity allows.

Qualifications & Skills:

- Some business experience is required, and knowledge of payroll and benefits is a plus. Having or in the process of getting a business degree will be viewed favorably.
- A self-starter who is able to meet deadlines and easily adapt to changing needs is required for success.
- Must be comfortable handling and retaining confidential information.
- Should be proficient in Microsoft Office Suite (namely Excel, SharePoint, and Outlook) and Adobe Acrobat.

Physical Demands: This position is in an office setting routinely using standard office equipment such as computers, phones, photocopiers, and filing cabinets. It is primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds.

Compensation: \$23 - \$25 per hour, depending on experience and qualifications.





303.442.4646

4869 Broadway Ave
Boulder, CO 80304

allroadsboco.org

Job Description

Comprehensive benefits package includes: health, dental, vision, life and disability insurance, retirement plan, Paid Time Off, and an EcoPass

All Roads is an Equal Employment Opportunity Employer.

TO APPLY: Send resume and cover letter to Sandy Halin-Adams (sandy@allroadsboco.org)

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

