



## **T-ROSS BROTHERS CONSTRUCTION, INC.**

### **JOB DESCRIPTION**

#### ***ACCOUNTING AND HUMAN RESOURCE ASSISTANT***

**JOB DESCRIPTION SUMMARY** – This position of **Accounting and Human Resources Assistant** is to support our finance and HR department. Must have a strong background in administrative support, accounting principles, HR procedures, and proficiency in **Microsoft Excel**, including creating and maintaining spreadsheets, performing data analysis, and generating reports.

**REPORTING RELATIONSHIPS** - This position reports directly to the Chief Financial Officer and the Director of Human Resources

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Accounting Duties:**

- Accounts payable, accounts receivable and payroll processes
- Reconcile bank statements and maintain financial records
- Prepare and enter journal and budget entries
- Assist with month-end and year-end closing procedures
- Generate financial reports and assist with audits
- Maintain and organize digital and physical financial documentation
- Update and maintain Microsoft Excel spreadsheets
- Filing
- All other accounting duties as assigned

##### **Human Resources Duties:**

- Maintain accurate and up-to-date employee records
- Assist with onboarding and offboarding processes
- Schedule interviews and coordinate recruitment activities
- Support benefits administration and employee communications
- Track time-off requests and ensure compliance with HR policies
- Assist in maintaining confidentiality and compliance with labor laws

- Update and maintain Microsoft Excel spreadsheets
- Filing
- All other human resources duties as assigned

#### **Microsoft Excel Responsibilities:**

- Create and manage spreadsheets for payroll, budgets, and HR analytics
- Use formulas, pivot tables and formatting

#### **Qualifications:**

- Associate's or Bachelor's degree in Accounting, Business Administration, Human Resources, or a related field
- 2+ years of experience in a similar administrative, accounting, or HR support role
- Proficiency in **Microsoft Excel** (including advanced functions such as pivot tables, formulas, and data validation)
- Familiarity with accounting software and HRIS systems
- Strong organizational and multitasking skills
- High level of accuracy and attention to detail
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and exercise discretion

#### **Experience**

- Proven experience in accounting and human resources
- Strong skills in financial report writing, debits, credits, and balance sheet reconciliation are essential
- Excellent organizational skills with attention to detail and the ability to manage multiple tasks simultaneously
- Strong interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) or similar software applications
- Excellent written and verbal communication skills
- Proficient in accounting and tax preparation
- Experience in fast-paced office environment

**I have read and understand this job description.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**T-Ross Brothers Construction, Inc. reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise, the employment relationship remains “at-will” the aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.**

T-Ross Brothers Construction, Inc. is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.