



Finance & Human Resources Associate

Reports to: Assistant Director of Finance & Human Resources

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly Range: \$24.00 - \$28.00 per hour, based on experience

Job Type: Full-time, Non-Exempt

Hours/Days: Monday – Friday, 40 hours per week

Organization Description

The Boys & Girls Club of Greater Lowell is a 501(c)(3) nonprofit youth development organization governed by an 18-member Board of Directors. Our Club is a dues-paying affiliate of the Boys & Girls Clubs of America, which offers our staff and members the latest research, resources, and training in youth development programming and management. Our Vision is to end generational poverty in Lowell. Our Mission is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. All young people ages 8-18 are welcome and our members represent diverse socio-economic and ethnic backgrounds. We seek to provide a safe environment that meets our members' basic needs as well as supports their growth and education.

Overview/Position Summary

The Finance & Human Resources Associate will seek to use their experience and strong finance, accounting, payroll and human resources skills at a values and mission-driven organization that supports and inspires young people. As part of the Finance & Human Resources Team, this person will work collaboratively with their fellow Team members to achieve organizational goals and to ensure that the organization's finance, payroll and human resources compliance obligations are met.

Responsibilities include, but are not limited to:

Payroll

- Understand and work efficiently in the HRIS system
- Monitor and adjust timesheets
- Process bi-weekly payroll, payroll reports and accounting entries on time
- Support compliance and monitor record keeping of payroll

Human Resources

- Facilitate onboarding with new employees and lead orientation sessions
- Administer and maintain employee benefits, complete monthly benefits reports, support annual benefits renewal
- Process and track background checks and annual renewals, support compliance with background check requirements
- Support evaluation process
- Maintain personnel files
- Organize and lead training sessions for the HRIS system
- Support maintenance of organization documents and policies

Finance

- Prepare data for grant invoices
- Update budget with actual costs
- Maintain petty cash and process monthly reconciliations
- Collect and process Membership receipts
- Support compliance and record keeping

Skills and experience relevant to this position

- Desire to work at a mission-driven, non-profit organization with multicultural teams with diverse constituencies
- Possess solid ethical framework and ability to handle sensitive information with confidentiality, discretion and integrity



- Proficient with Microsoft Office and Google applications, willingness and ability to learn and utilize additional required platforms
- Strong attention to detail and accuracy, patience with routine and process-oriented working style
- Excellent planning, organization, and interpersonal skills with ability to interact effectively at all levels of the organization
- Ability to work collaboratively as part of a team while also being able to work independently and autonomously
- Excellent verbal, written and in-person communication skills
- Ability to adapt and adjust in changing environment
- Strong time management skills, self-motivated, ability to multi-task, meet pressing deadlines and anticipate needs
- Familiarity with federal and state employment regulations

Qualifications

- Must support and understand Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Education: Bachelor's preferred and relevant experience, or equivalent combination of training and relevant experience
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.
- Ability to use stairs, sit for long periods of time.

Benefits:

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development.
- Values and mission-driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

Our Hiring Process and Timeline

Please submit your cover letter and resume to Mai Nguyen, Executive Project Manager, at mai.nguyen@lbgc.org. We will review the applications on a rolling basis until the position is filled.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls Club of Greater Lowell will provide accommodations in the hiring process. If you require an accommodation, we will work with you to meet your needs.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.