

Position Information	
Working Title:	Accounting & Human Resources Leader
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Human Resources
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>This position will encompass the duties of bookkeeping and HR coordination. The individual will function in an administrative capacity maintaining the general ledger and performing any related accounting functions. Will also be responsible for compiling all financial information, performing accounts receivable, accounts payable, and payroll functions, and monitoring compliance with financial procedures. In addition, this role will also incorporate HR benefit coordination, insurance management, and serve as a resource to all employees with Human Resource Concerns. Will assist with typical Human Resources function that aid in the growth and prosperity of the business. Acts as a reference for employment law concerns. Aids the administrative staff with the recruitment, interview, and development processes. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Bachelors Degree
Experience Level Preferred:	Three years of relevant bookkeeping, budgeting, human resource management and/or law office management experience preferred.
Supervision Received:	The incumbent reports to the Managing Attorney. After initial orientation, the incumbent will be given general direction from the Managing Attorney, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is responsible for supervising clerical team members that have responsibilities firm-wide department.
Scope of Human Resources Impact:	Often responsible for taking lead on interviewing prospective candidates and providing final decisions concerning the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and even outside vendors.
Level and Nature of External Contacts:	This position requires external contact with existing clients to discuss billing and financial matters.