



Full-time Salaried Position: Accounting/Human Resource Specialist

Location: High Sierra Electronics, Grass Valley, California

Job Summary: High Sierra Electronics is seeking an enthusiastic team player to provide accounting-related duties and assisting with a variety of HR administrative duties. Must have knowledge of general accounting principles and support Human Resources with payroll support, staffing, employee relations, policies and procedures. The ideal candidate is a detail-oriented, experienced accountant or bookkeeper, who takes initiative and delivers each task thoroughly and accurately. Must be self-motivated and flexible personality, able to frequently adjust priorities and help the team as needs change. Benefits include paid time off, health insurance, dental insurance, retirement benefits or accounts.

Core tasks for this role include:

- Responsible for managing the invoicing function and customer database
- Support A/R and all billing functions
- Conduct account research and analysis
- Assist in maintaining an accurate aging report
- Assist with bank account and credit card reconciliation
- Payroll support including timecards, garnishments and employee attendance tracking
- Provide general assistance to Finance on an as-needed basis
- Coordinate and support recruiting, onboarding and new employee orientation
- Creates and maintains employee personnel files
- Benefits administration including enrollments, COBRA, terminations, changes and beneficiaries on group benefit programs
- Support Human Resources with staffing issues and employee relations
- Manage day-to-day worker's compensation
- Support and help develop training, health, and safety policies
- General office administration duties such as phone and facility support

Required Skills/Experience:

- 5+ years of experience in an accounting/human resource position
- Bachelor's degree preferred, BS in Accounting would be an asset
- Must have knowledge of general accounting principles
- Proficient in QuickBooks Enterprise and QuickBooks Online Software.
- Proficient with Microsoft Office Products (Excel, Word and PowerPoint)
- Working knowledge and proficiency with an automated payroll system
- Strong attention to detail and process oriented
- Demonstrated ability to multi-task and to manage multiple priorities
- Ability to work independently; be self-directed and motivated
- Ability to handle sensitive and confidential information

Compensation is based upon experience and qualifications. Please apply by submitting your résumé, cover letter, and salary requirements to: resumes@hsierra.com

Mail:

Attn: Human Resources
High Sierra Electronics, Inc.
155 Spring Hill Drive, Suite 106,
Grass Valley, CA 95945

No phone calls please.

Equal Opportunity Employer

High Sierra Electronics, Inc. is an Equal Opportunity Employer. It is the policy of High Sierra Electronics, Inc. to provide a fair and equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. High Sierra Electronics commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.