

Green Country WORKFORCE

Job Title: Finance and HR Coordinator

Position Description: Full-time, exempt. Remote, hybrid, or in-office options available

Salary Range: \$50,000-\$55,000 per year

Benefits: Medical, Dental, Vision, Paid Time Off, Paid Holidays, and 401K Match

Job Overview:

Manage administrative activities associated with the organizational budget and HR processes.

Participate in team projects that support the overall work of Green Country Workforce. The successful applicant must reside within the 11-county region served by the organization (Adair, Cherokee, Creek, McIntosh, Muskogee, Okmulgee, Osage, Pawnee, Sequoyah, Tulsa, Wagoner).

Responsibilities and Duties:

- Process biweekly payroll for Green Country Workforce employees using Paycom's online service
- Review and approve employee Expense Reimbursement forms
- Help ensure internal processes are compliant with current policies
- Onboard new employees
- Coordinate annual benefits enrollment
- Maintain electronic employee records
- Assist with invoice review and processing
- Prepare reports for stakeholders, including regulatory agencies and Board of Directors
- Manage employee and vendor communication related to Finance and HR processes or updates

Required Skills and Abilities:

- Experience with the administration of Finance and/or HR processes (*we are looking for a great fit and are happy to train someone who may only have experience in one of the areas*)
- Strong computer and communication skills
- Sound decision-making skills, including knowing when to elevate or request assistance
- Ability to organize and coordinate the different phases of a project
- Ability to adjust quickly to changes in project requirements or priorities
- Excellent attention to detail and product quality

About Us:

Green Country Workforce is a not-for-profit organization serving communities in northeast Oklahoma by providing programs and services that help prepare individuals for careers and remove barriers to employment. Our business is growing, and we look forward to adding to our already strong and high performing team! We are guided by the core values of Compassion, Innovation, and Ownership. We believe that work should be both meaningful and enjoyable, and we cultivate a culture where everyone is empowered to make a difference. Even in a virtual working environment, our team feels connected and supported. If this sounds like something that would interest you, please send a copy of your current resume to mwebbjones@greencountryworks.org.

Oklahoma Works, a proud partner of the American Job Center Network

Green Country Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.

TDD/TTY: 1-800-722-0353

907 S. Detroit Avenue, Suite 1325, Tulsa, OK 74120 • www.greencountryworks.org