



Senior Data Analyst and HR Specialist – Job Description

Position: Senior Data Analyst and HR Specialist
Type: Full Time, Hourly, Nonexempt
Effective Date: 9/5/2022

I. Needed Qualifications

- A. Familiarity and agreement with the mission and goals of the Apostolic Network of Global Awakening.
- B. Associates Degree in Business/Accounting or High School Diploma with proven experience
- C. Minimum of three years proven administrative experience, preferably in Finance/Business
- D. Strong organization skills
- E. Strong computer skills, specifically Microsoft Office programs
- F. Excellent communication and customer service skills
- G. Able to multitask and work under pressure
- H. Dependable & trustworthy.

II. General Responsibilities

- A. Detail-orientated, able to problem solve, work closely with a team of people and be able to work independently.
- B. Accurately enter information into database(s) (including, but not limited to, creating of new donor profiles, adding or deleting information, and entering transaction information under appropriate profile)
- C. Must be able to demonstrate maturity and discretion in maintaining confidentiality because of the nature of this position i.e. storage, locking files, shredding papers and proper care of documents to maintain security.

III. Specific Responsibilities

Sr. Data Analyst

- A. Open mail in presence of another staff member.
- B. Manually (and accurately) run credit card donations.
- C. Download and format online income reports.
- D. Import reports into Donor Management Software.

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Mechanicsburg, PA 17055
717-796-9866

- E. Perform onsite check deposits.
- F. Assist with counting monies in accordance with Finance Department procedures.
- G. Additional data entry as needed.
- H. Transport deposits to bank.
- I. Balance out each day in Donor Management Software after entry is complete.
- J. Ensure that all paperwork is in order and give to Staff Accountant or Director of Finance for verification.
- K. Assist in month end closeout(reconcile accounts, verify revenues)
- L. File daily paperwork and deposit documents.
- M. Assist on other projects as assigned by the Director of Finance & HR.

HR Specialist

- A. Onboard new employees, ensure that all forms and paperwork are completed
- B. Establish and maintain employee files for past and present employees
- C. Assist Director of Finance and Human Resources with Creation and Maintenance of Job Descriptions
- D. Assist Director of Finance and Human Resources with administration of benefits
- E. Assist Director of Finance and Human Resources with conflict resolution/counseling
- F. Assist Director of Finance and Human Resources with Files and Forms for Safety Policy (OSHA), Worker's compensation, and Federal and State Labor Law compliance, Unemployment Compensation and any other relevant files and forms.
- G. Perform Other HR Duties as Assigned

IV. Reports To: Director of Finance & HR