



Job Title: Human Resource/Admin/Accounts Payable

Department: Human Resources

Reports To: Human Resource Manager

Status: FT-Hourly

Prepared Date: March 14, 2022

Job Description:

Bequeathed “The Most Fun Place to Work in Reno” by the Team Beans at Jimmy Beans Wool, we believe that work should be both a fun place to be and the place you get stuff done!

We’re Jimmy Beans Wool and we’re Reno, Nevada’s Local Yarn Shop! Launched in 2002 by Laura and Doug Zander, JBW started with some coffee and a bit of yarn in Truckee, California. It’s now grown into 3 businesses, a fun team of 35+ people, 20,000 square foot warehouse, and more!!

Today, you can find us in the heart of South Reno! **The commute to our warehouse is easy and convenient!** Depending on where you live in Reno, it can be anywhere from 5-25 minutes to get to us.

We’re growing as a company and we want you to join!! We’re looking for someone who is upbeat and has a can-do personality to join our Human Resource team, does that sound like you??

Additionally, we can promise you’ll have a seat at the table –our team values everyone’s input regardless of your position in the company. If you have an idea on how to make Jimmy Beans grow, we want to hear it!

Psst! Don’t let the ‘yarn shop’ part scare you from applying –It isn’t required that you’re a knitter or crocheter, but it’s a definite plus! We will admit that *most* people who join our team end up picking up the craft!

Jimmy Beans Wool is looking for a motivated, reliable, and enthusiastic team player to join its Human Resource/Administration team. All serious applicants **MUST** send a cover letter and resume to jobs@JimmyBeansWool.com

Primary Responsibilities:

- Coordinate, oversee & submit weekly and semi-monthly payroll processing with third party payroll provider.
- Maintain employee data in timeclock system and adjusts data & run reports using system.
- Track employee stipends, PTO and sick time.
- Work with payroll service contact to manage and/or adjust payroll questions or concerns.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and

investigations; performance and talent management; productivity, recognition and morale; and training and development.

- Administer employee benefits programs including various compliance, accounting and reporting functions.
- Maintains/updates personnel files & employee records on internal systems.
- Ensures all employee documents are scanned and filed accurately and in a timely manner.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Search Employee files to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Orient new employees to the organization, collect and process all new hire paperwork.
- Coordinates and provides support on human resources projects as necessary.
- Responds to employee inquiries in a timely manner
- Handles full cycle recruitment by posting jobs, interviewing and coordinating additional interviews for all positions.
- Maintains internal job duties descriptions
- Analyzes data for errors.
- Processes employment verifications, reports as required and assigned.
- Assists in the maintenance of records management regarding compliance and retention issues.
- Assists in organizing employee activities.
- Performs clerical duties such as answering telephones, opening and sorting mail, faxing, copying, maintaining files and ordering office supplies.
- Creates & maintains weekly operations staff schedule
- Responsible for accounts payable by processing invoices, payment & manage payment issues.
- Track spending & manage monthly accounting reports.
- Responsible for maintaining Retail & petty cash banks and making weekly cash deposits.
- Performs other miscellaneous duties as needed or assigned.

These are the qualifications we're really looking for:

- Proficient PC skills, as well as, working knowledge of Word, Excel & Outlook
- Very high attention to detail, accurate & highly effective organizational skills.
- Self-starter, resourceful and dependable high level of motivation, self-management, and effective prioritization skills.
- Willingness to learn new skills and tasks
- Ability to juggle/prioritize multiple, competing assignments
- Positive attitude/approachability
- Ability to facilitate collaboration and interaction with individuals and groups including contractor, supplier and vendor partners.
- Excellent oral and written communication skills and active listening skills.
- Effective analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to process sensitive information in a confidential and discreet manner.



- Strong interpersonal skills and ability to work with all levels of internal employees and external stakeholders.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to communicate effectively in one-on-one, small and large group settings
- Ability to take initiative and work independently in a results-oriented environment.

Education:

- Bachelor's degree in Business or Human Resources preferred or equivalent combination of education and work experience.
- 1 to 3 years of experience administering general human resources duties preferred.
- Previous accounting and/or office administration a plus
- English/Spanish bilingual a plus

Amazing benefits YOU get to relish in:

- Healthcare with optional Dental, Vision, Accident, Critical Illness, Life & AD&D
- PTO & Sick Time
- 401K Retirement Plan
- Fitness Stipend & Product Stipend
- Employee Discount