



**The Alcohol and Substance Abuse  
Prevention Council, Inc.**  
125 High Rock Ave  
Saratoga Springs, NY 12866  
Phone 518-581-1230  
[www.preventioncouncil.org](http://www.preventioncouncil.org)

**Position Title:** Human Resource/Accounting Coordinator  
**Reports To:** Finance Director

**Date:** March 2026  
**FLSA Status:** Non-Exempt  
**Pay Range:** \$25 - \$28/per hour

---

**Position Summary:** The Human Resource/Accounting Coordinator provides HR coordination and accounting support to the Finance Director. This position requires the handling of complex, highly confidential information including human resource documents and personnel files. Attention to detail and adherence to internal controls and accounting best practices is a requirement of this position.

**Major Accountabilities:**

- Human Resource duties to include but are not limited to: job postings, all required steps for onboarding and offboarding, processing of confidential paperwork; benefit administration; utilization and proper training of all staff with third party software systems including online time keeping and online benefit packages.
- Processing and/or assisting with all benefit/payroll/employee related reports including required annual paperwork and updates as required.
- Maintain agency insurance policies; request necessary certificates of insurance and monitor and update labor laws and required postings to ensure compliance.
- Accounting duties to include but are not limited to: accounts payable processing; credit card reconciliation; cash receipts and bank deposits.
- Assist with the processing of bi-weekly payroll including the review and approval process of timecards, paid time off and employee reimbursements.
- Assist with updates to policies and procedural manuals.
- Maintain organized filing systems including supporting documentation for financial and administrative records, both physical and electronic.
- Performs other job responsibilities at the request of the Finance Director.

**Qualifications:**

- Associate's degree in accounting, finance, business, or related field.
- Minimum 2-3 years of bookkeeping and/or non-profit experience preferred.
- Demonstrated proficiency with Microsoft Office (Outlook, Word, Excel,) and Quickbooks.
- Strong attention to detail, accuracy, and confidentiality is a must.
- Excellent organizational skills: ability to handle multiple projects simultaneously and meet deadlines.
- Ability to model behavior consistent with the mission of The Prevention Council.