



Job Opportunity: HR Coordinator / Accounts Payable

Location: Suwannee Valley Transit Authority, 1907 Voyles Street, SW, Live Oak, FL 32064

Job Type: Full-Time

Schedule: Monday-Friday, 8:00 AM – 5:00 PM

Are you a detail-oriented professional with experience in **human resources and accounts payable**? Do you thrive in a fast-paced environment where you can make an impact? We are looking for a highly organized **HR Coordinator/Accounts Payable Specialist** to join our team!

Position Overview:

This dual-role position is responsible for managing key **human resources functions** while efficiently handling **accounts payable duties**. The ideal candidate will have strong organizational skills, attention to detail, and the ability to handle confidential information with professionalism.

Key Responsibilities:

Human Resources Responsibilities:

- Assist with **recruitment, onboarding, and orientation** of new employees.
- Maintain and update **employee records** to ensure compliance with company policies and labor laws.
- Administer **employee benefits**, including enrollments, changes, and terminations.
- Serve as **Retirement Coordinator** for the Florida Retirement System (FRS).
- Process **payroll**, tracking employee attendance and leave balances.
- Support **employee relations efforts**, addressing concerns and escalating issues as needed.
- Coordinate **training and development** programs.
- Ensure compliance with **HR policies, procedures, and regulatory requirements**.
- Maintain **confidentiality** of employee information.

Accounts Payable Responsibilities:

- Process and verify **invoices**, ensuring accuracy and proper approvals.
- Prepare and process **vendor payments** in a timely manner.
- Maintain **accounts payable records**, reconciling discrepancies as needed.
- Assist with **month-end closing procedures** and financial reporting.
- Communicate with **vendors** regarding billing inquiries and payment status.
- Ensure compliance with **financial policies and procedures**.

Additional Responsibilities:

- Attend **Board Meetings** as required.
- Maintain **office inventory** and order supplies.
- Schedule and coordinate **travel arrangements** for the Administrator and Supervisors.
- Perform additional duties as assigned by the Administrator.

Qualifications & Skills:

- **Education:** Associate's or Bachelor's degree in **Human Resources, Accounting, Business Administration, or a related field** (preferred). Years of relevant work experience can be used in lieu of a degree at the Administrators discretion.
- **Experience:** 1-3 years in **HR, payroll, accounts payable, or related fields**.
- Strong **organizational and multitasking skills** with a high level of accuracy.
- Proficiency in **HR and accounting software** (e.g., ADP, QuickBooks, or similar platforms).
- Excellent **communication and interpersonal skills**.
- Ability to handle **sensitive information** with discretion and confidentiality.
- Knowledge of **employment laws and accounting principles** is a plus.

Work Environment:

- **Office-based position** with standard working hours of Monday-Friday, 8:00AM-5:00PM.
- **Occasional extended hours** may be required based on business needs.

Why Join Us?

- Competitive **salary and benefits**.
- Opportunity for **professional growth** in HR and finance.
- Work in a **collaborative and supportive** team environment.

Interested? Apply today! Send your application, resume and cover letter to Candice Kennon, Administrator, SVTA, 1907 Voyles Street, SW, Live Oak, FL 32064. Applications can be accessed online at www.ridesvta.com or picked up at our office.

DEADLINE to Apply: Friday, May 2, 2025, no later than 5:00 p.m., (EST)