



JOB POSTING

Position Title: Finance and HR Coordinator
Location: 645 Saint Nicholas Avenue, New York, NY 10030
Salary Range: \$65,000K - \$70,000K/annual

Harlem School of the Arts (HSA) seeks a full-time **HR and Finance Coordinator**. This role provides critical support to both the Human Resources and Finance departments ensuring smooth day-to-day operations.

The schedule will be Monday through Friday 9:00 AM to 5:00 PM. This is a full-time, on-site position.

Finance Responsibilities include:

- Assist Finance with payroll functions, including verifying time and attendance records, answering payroll and PTO questions.
- Assists in the reconciliation of bank accounts, tracking deposits and withdrawals accuracy.
- Monthly company credit card reconciliation.
- Processes operating expense invoices and creates vendor accounts in the accounts payable platform: Vic.ai.

Human Resources Responsibilities include:

- Assisting with the recruitment process including posting open positions, screening resumes, scheduling interviews and onboarding new hires.
- Maintain the integrity, accuracy, and confidentiality of employee files, records, and documentation in accordance with HR policies and regulatory requirements.
- Assist in the preparation of reports for HR and finance departments.

Required Skills/Abilities:

- Bachelor's degree in Accounting/Finance preferred
- Minimum of 4 years of finance and human resources experience
- Strong experience with MS Excel and accounting software
- Well organized, able to multi-task and superior attention to detail

About Harlem School of the Arts

Harlem School of the Arts empowers youth to reach their full potential in the arts, education, and life, through interdisciplinary arts training that celebrates the rich complexity of their community.

www.hsanyc.org