



Position Title: HR & Finance Associate

Reports to: Chief Operating Officer

Part Time Salaried, Exempt Staff

Youthfront is looking for a detail-oriented team member to support both our People (HR) and Finance functions. In this hybrid role, you'll help manage and configure our HR system, making sure it runs smoothly and connects well with our financial reporting tools. You'll play a key role in keeping our data accurate and useful across teams.

You'll also support our grant management work — tracking spending, pulling reports, and helping ensure we meet reporting requirements. This includes assisting with some of the day-to-day logistics tied to grant deliverables, such as scheduling meetings, coordinating with partners, arranging logistics, and keeping timelines on track.

This is an ideal role for someone who enjoys working with systems, staying organized, and quietly keeping things moving in the background.

**Key Responsibilities:**

- Configure and maintain our HR system, including user settings, workflows, and data fields
- Execute HR workflows as assigned
- Ensure accurate syncing of data between HR and financial systems
- Create and maintain reports for HR and Finance teams
- Track grant spending and prepare supporting financial documentation
- Assist with grant-related logistics, including reporting, scheduling and coordination

**QUALIFICATIONS:**

Bachelor's Degree or Equivalent Work Experience

Ability to work in Microsoft Office Suite and Google Suites

Proficient in Excel

High attention to Detail

Experience with ADP a plus

Experience with Quickbooks a plus

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.