



Director of HR, Billing, and Finance

Overview

- Employment Type: Full-time
- Benefits eligibility: Full-time employees are eligible for medical and dental benefits on the first day of the month after 90 days of employment, and paid vacation after one year of employment.
- Salary range: \$35,000+ to commensurate with experience
- Hours/Availability: must be available days, and occasional evenings.

Job Summary

- We are looking for a results-driven Director of Human Resources, Billing, and Finance to streamline our processes and manage efficiently manage the company's human capital, accounts receivable, and financial well-being. Our Director will be responsible for the human resources, billing, and finance, including*:
 - Human Resources
 - Coordinates complete HR program
 - Assists executive management with annual insurance and benefits renewal negotiations
 - Manages employee records and HR-related paperwork
 - Manages unemployment program and claims
 - Manages compliance for the organization
 - Manages employee training logistics
 - Responsible for payroll logistics
 - Billing and Finance
 - Oversees billing and accounts receivable
 - Coordinates financial data entry, financial reconciliation and prepares bank deposits
 - Assists executive management with maintaining banking and financial relationships

**This list is not exhaustive as other duties deemed necessary may be assigned by your supervisor.*

Minimum Qualifications

- Minimum of 3 years of finance, human resources, and/or billing management experience
- Accounting or finance degree
- Proven ability to maintain financial and HR data integrity & confidentiality
- Ability to simultaneously support multiple functions and multiple business locations
- Demonstrated knowledge of compensation and employee benefits
- Working knowledge of benefit processes and applicable regulations/compliance
- Must pass and maintain a clear criminal background check
- Must be proficient in computer skills (Word, Excel, Power Point, iClass/customer management)
- Must be highly organized, high energy, and comfortable working in fast-paced environment
- Commitment to long-term professional development and continuing education

Ideal Qualifications

- 5+ years finance, human resources, and/or billing executive leadership
- Master's degree in relevant area (finance, accounting, business, etc.)



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Working Conditions

- Must be able to lift a minimum of 25 pounds.
- Active on feet for more than 4 hours at a time.
- Must be comfortable working in high-volume fast-paced environment and enjoy being around children
- Other (This is not an exhaustive list of potentially hazardous working conditions.)

Employee Evaluations

Every employee at New Heights Gymnastics & More will be evaluated at least yearly and more frequently as needed based upon the length of time employed and performance. Employees may also receive other forms of evaluation, including but not limited to formal and informal observations. Your first evaluation will be held after your 3-month introductory period of employment.

Supervisor

Every employee at New Heights Gymnastics & More is expected to collaborate and cooperate with all co-workers and management. For communication efficiency, each employee has an immediate supervisor to report to directly.

About Us

New Heights was founded in 1998 in Wauseon, Ohio and now features a second location in Maumee, Ohio. For twenty-two years, we have provided the area with premier-quality instruction and coaching in the sport of gymnastics as well as newer programs such as NinjaZone and amazing Birthday Parties. Our mission is to provide every student we instruct with the opportunity to build a strong body, a sound mind, and therein set the cornerstone for success in gymnastics and *in life*. Learn more at: www.newhtsgym.com

Ready to Apply? Email resume, cover letter, and list of three professional references (name, organization, phone, and email) to: maumee@newhtsgym.com