



Accounting/HR Assistant

Department: Finance & Human Resources
Reports to: Head of Finance and Administration
Location: Union City, CA
Experience: 3 to 5 years
Job Type: Full Time (non-exempt)
Education: Bachelor's Degree in Finance, Business Administration, or equivalent work experience
Travel: None

About Us

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're a growing company, with manufacturing facilities in California, Washington and Texas, working on environmentally conscious commercial construction projects across the U.S and Canada. We're a tight-knit group looking for a real team player.

About the Team

The Finance and Employee Success Team is currently seeking an Accounting/HR Assistant for our corporate office in Union City, CA. The Finance and Employee Success Teams is led by the Head of Finance & Administration and includes an Employee Success Manager, an Accounting Manager and an AP Specialist with additional support at each facility, working together and with other departments on all matters related to human resources and finance for the company.

About the Role

As the Accounting/HR Assistant you'll work directly with the Accounting Manager and the Employee Success Manager to maintain and enhance the organization's human resources and accounting functions by assisting the managers in the daily HR and accounting needs of company. You'll be based in our corporate office in Union City, CA. You'll have a direct hand in accomplishing our #1 goal – a successful project in every way.

Essential Duties and Responsibilities

Accounting

- Verifying resales/exemption certificates for billing
- Entering use tax invoices into Avalara
- Creating weekly accountability reports for managers for budgeting purposes
- Serve as a backup for AR and assist with billing
- Other tasks as assigned or assistance with other finance related processes as needed

Human Resources

- Process semi-monthly and bi-weekly payroll including timecard corrections for all facilities using ADP Workforce Now and Time and Attendance
- Reconcile payroll for accounting, including manual tracking/reporting for workers comp and PTO expenses and accruals
- Reconcile benefit invoices for accounting, ensuring accurate enrollment and GL reporting
- Assist in the hiring of employees including recruitment; counseling management on candidate selection and processing all new hire paperwork and new hire orientations
- Assist with the termination of employees including conducting/analyzing exit interviews; and processing final checks in accordance with applicable state and federal laws
- Understand and communicate current HR policies and procedures as written in our employee manual
- Other tasks as assigned or assistance with other human resources related processes as needed

Necessary Skills

Tournesol Siteworks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.



- Basic knowledge of GAAP and IRS guidelines
- Strong knowledge of ADP Workforce Now and Time and Attendance
- Knowledge of state and federal labor laws, preferred
- Fluent Spanish is highly desirable
- Extremely detail oriented and organized and able to work independently and accurately under general supervision
- Excellent communication skills, both oral and written
- Computer literate, familiar with MS Word and Excel
- Ability to remain calm and in control, even when under pressure in a fast-paced environment; be able to continually respond to changing priorities
- Ability to maintain employer and employee confidentiality
- Must have a friendly attitude
- Regular attendance is critical

Benefits

- Competitive salary
- Paid time off
- Paid holidays
- Medical, dental, vision, disability and life insurance
- 401k with employer match

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally	X	X													X	X	X	
Frequently											X	X						
Constantly										X								X

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time.

Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

To Apply

Submit your resume and salary requirements to jobs@tournesol.com

Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit www.tournesol.com or follow us on Instagram and Facebook.

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