

# We're Hiring: Full-time Finance & Human Resources Administrator



**The Experimental Station** fosters a dynamic ecology of innovative educational and cultural programs, small business enterprises and community initiatives. Since 2006, we have both built our own programming to address local needs and have fostered, hosted, and sponsored many other initiatives. Current programs include Blackstone Bicycle Works, Link Up Illinois, 61st Street Farmers Market, small business incubation, and public arts and cultural events. **We are currently seeking a Finance/Human Resources Administrator who will be central to supporting our business health and employee wellbeing as we grow.**

## As the Finance/HR Admin, you will be:

### Detail driven

- Ensuring bookkeeping/financial items across a multifaceted organization are diligently completed
- Supporting executive staff in telling the financial story of the organization through robust reports
- Creating new and shepherding standard financial practices to keep ahead of the curve
- Organizing employee materials and revising policies and procedures

### and invested in people

- Guiding employees through all stages of employment with thoughtful communication
- Managing and growing benefit offerings to better support employees
- Creating opportunities for employees to engage with one another beyond their desks, via social events, professional development workshops and an annual retreat
- Communicating with many different stakeholders both within and outside of the organization

## Preferred skills and experience:

Strong candidates may have experience in finance, office administration, human resources, small business ownership, or nonprofit management. Proficiency in the Google Suite, Quickbooks Pro and Excel are required. Experience with HR management software and Salesforce are a plus, but training is also available. Candidates who can support and enhance a critical diversity/equity/inclusion lens related to our HR related policies and procedures are needed.

This is a full-time, staff role with a salary of \$42-44k, based on experience. It comes with 50% employer contributed health and dental insurance, and with 7 personal days, 6 holidays, and vacation days added annually.

We welcome people with a wide range of skills and experience to apply. **For the full job description and to apply, visit [experimentalstation.org/jobs](https://experimentalstation.org/jobs).** Applications are due by Monday, June 24 at 11:59pm.

*It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*