



Human Resource and Accounting Specialist

Summary

Status: Full-Time; Exempt

Starting Salary: \$50,000 - \$55,000 + benefits package

Reports to: Controller

Schedule: Monday–Friday, 8:30 a.m.–5:00 p.m.

Summary Description: The Human Resource and Accounting Specialist supports Indiana Landmarks' core financial and administrative operations by ensuring accurate, timely processing of accounts payable and payroll functions, along with essential HR recordkeeping and support. This organized, detail-oriented professional plays a key role in supporting internal processes that strengthen financial accuracy, employee experience, and organizational efficiency.

Details

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis's historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks' wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

Position Description

Based at our headquarters in Indianapolis, the Human Resource and Accounting Specialist plays an important role in supporting Indiana Landmarks' financial and administrative operations. This position ensures timely and accurate vendor payments, employee payroll, and essential HR documentation, requiring strong confidentiality, organization, attention to detail, and consistent follow-through.

The Human Resource and Accounting Specialist reports directly to the Controller and works collaboratively across departments to support vendor onboarding, invoice processing, payroll, benefits coordination, and onboarding/offboarding workflows. The role helps maintain well-organized internal processes by keeping records up to date, ensuring timely communication, preparing documentation, and supporting structured administrative workflows that contribute to smooth day-to-day operations.

Accounts Payable (65%)

- Prepare invoices for weekly payment cycles and ensure accuracy of documentation.
- Maintain vendor records, including W-9 forms and Certificates of Insurance.
- Issue payments via ACH or check and ensure authorization workflows are followed.
- Respond to payment inquiries from internal and external parties.
- Provide support for month-end and year-end closing processes.
- Assist with annual external audits, including workman's compensation review.
- Issue annual 1099 forms.

Human Resource Support (25%)

- Process semi-monthly payroll for approximately 45 employees through the organization's payroll platform.
- Maintain accurate and up-to-date employee records in alignment with compliance expectations and internal documentation standards.
- Support new employee onboarding processes, including system setup and document administration.
- Complete employee offboarding procedures and ensure all required documentation is accurate and submitted in a timely manner.
- Coordinate annual benefits meetings in partnership with the CFO and external consultants.
- Respond to employee questions regarding payroll and benefits with accuracy and confidentiality.
- Support maintenance of required state and federal employment postings.
- Respond to general employment inquiries as appropriate.

Administrative & Operational Support (10%)

- Prepare and deposit checks and cash on a weekly basis in alignment with internal controls.
- Support corporate credit card administration, including receipt collection and documentation coordination.
- Assist with other administrative or operational tasks as requested to support department efficiency.

Please note that this job description is not intended to provide a comprehensive list of the activities, duties, or responsibilities required of the employee for this position. Duties, obligations, and activities may change at any time.

Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

Qualifications:

- Bachelor's degree or 1–3 years of experience in accounting, human resources, payroll, or related administrative roles (nonprofit experience preferred).
- Strong verbal and written communication skills, with the ability to work effectively across teams.
- Proven ability to manage multiple responsibilities, set priorities, and meet deadlines.
- High attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office (especially Outlook and Excel) and ability to learn new systems quickly.
- Familiarity with Paylocity payroll and accounting software preferred.
- Analytical skills for financial data reconciliation and error resolution.
- Demonstrated problem-solving abilities and a proactive, collaborative approach.
- Adaptability and willingness to learn new processes and contribute to ongoing improvements in a fast-paced, dynamic environment.
- Commitment to Indiana Landmarks' mission, values, and steadfast support for equity and inclusion.
- Belief in community revitalization rooted in preservation and heritage.
- Residency in Indianapolis or willingness to be physically present in the Indiana Landmarks Center at 1201 Central Avenue, Indianapolis, home of our headquarters.

Benefits and Work Environment:

Salary Range: \$50,000 - \$55,000 annually

- **Comprehensive Benefits Package:** Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- **Work–Life Balance:** Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- **Impactful Work:** Opportunity to shape the future of an organization committed to preserving historic places and stories that stand the test of time.
- **Supportive Environment:** Collaborate with a team that values your contributions, fosters professional growth, and encourages leadership and teamwork.

Physical Requirements:

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 20 pounds.
- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

How to Apply:

Send a resume and cover letter to Madonna Wagner, mwagner@indianalandmarks.org, by April 10, 2026. Applications will be processed on a rolling basis, but all received on or prior to this date will be given consideration.