



Finance/HR Specialist

Posting Open until September 9, 2026

When applying for a position with TEXSAR, please submit your **cover letter and resume to Careers@TEXSAR.org**. **Include with the position of interest in the subject line.** Applicants will be screened throughout the recruiting period. Applicants must be able to pass a thorough background check.

Location: San Marcos Texas; in office with the potential for hybrid

Job Type: Full-Time, Salary-Exempt

Salary Range: \$55,000-\$60,000

Schedule: M-F 8:00 AM – 5:00 PM, with some evening/weekend availability

Travel: Central Texas area as needed

Background Check: Required

Position Summary

The Finance/HR Specialist serves as a critical operational support resource within TEXSAR's Administration Department. Reporting directly to the Director of Administration, this position provides comprehensive administrative, human resources, and accounting support across the organization. Given the dynamic nature of a nonprofit first responder organization, the Finance/HR Specialist is expected to wear multiple hats, adapt quickly to changing priorities, and always maintain professionalism and confidentiality.

Essential Duties and Responsibilities

Accounting & Financial Support

- Assist the Director of Administration with day-to-day accounting functions, including accurate data entry into accounting software (e.g., QuickBooks or equivalent).
- Process accounts payable by reviewing invoices, obtaining required approvals, and preparing payment batches for Director review.
- Administer the reimbursement process for staff and volunteers: collect receipts, verify against reimbursement policy, prepare payables, and submit for approval.
- Prepare, organize, and maintain financial files, records, and support documentation in a manner that supports audit readiness.
- Assist in preparing monthly, quarterly, and annual financial reports and summaries for the Director of Administration and leadership team.
- Reconcile minor accounts and petty cash funds; flag discrepancies to the Director of Business Administration.
- Assist with grant financial reporting by pulling expenditure data, organizing documentation, and preparing required schedules.
- Maintain organized records related to donations, in-kind contributions, and sponsorships to support development and tax reporting functions.
- Support annual Form 990 preparation by gathering requested documentation for the organization's accounting firm or CPA.

Human Resources

- Assist the Director of Administration with all phases of the employee lifecycle, including recruitment coordination, onboarding, orientation, and offboarding procedures.
- Maintain accurate and up-to-date personnel files, ensuring compliance with applicable federal and Texas state employment laws (FLSA, ADA, FMLA, EEO, etc.).
- Track and administer employee leave, time-off requests, and absence records in coordination with the Director of Business Administration.
- Support payroll processing by gathering timekeeping data, verifying hours, and submitting information to payroll systems or third-party providers.
- Assist with benefits administration, including enrollment periods, employee inquiries, and coordination with benefits providers.
- Maintain and distribute employee handbooks, policy documents, and HR communications; flag updates to the Director of Administration.
- Coordinate and track mandatory training requirements, certifications, and compliance records.
- Assist with performance review scheduling, documentation collection, and filing of completed evaluations.
- Help draft and post job announcements; coordinate interview scheduling and applicant communication.
- Maintain confidentiality of all personnel matters in accordance with organizational policy and applicable law.

General Administrative & Operational Support

- Provide general administrative support to the Director of Administration and other department heads as assigned, including drafting correspondence, preparing reports, managing calendars, and scheduling meetings.
- Manage and maintain administrative filing systems (physical and digital), ensuring documents are organized, accessible, and retained per organizational policy.
- Support Board of Directors administrative needs, including meeting logistics, agenda preparation support, and minute-taking as assigned.
- Procure and manage office supplies, equipment, and vendor relationships under the direction of the Director of Business Administration.
- Serve as a point of contact for internal administrative inquiries from staff and volunteers; escalate complex matters appropriately.
- Assist with the planning and logistics of organizational events, fundraisers, training exercises, and community outreach activities.
- Support compliance activities, including maintaining required nonprofit registrations, licenses, insurance certificates, and policy documentation.
- Assist with communications and marketing materials in coordination with relevant stakeholders (newsletters, emails, social media support) as needed.
- Perform other duties as assigned by the Director of Administration in support of TEXSAR's mission.

Qualifications

Education

- Associate or bachelor's degree in business administration, Nonprofit Management, Accounting, Human Resources, or a closely related field preferred.
- Equivalent combination of education and relevant professional experience will be considered.

Experience

- Minimum 2–3 years of progressively responsible administrative experience required; experience in a nonprofit environment strongly preferred.
- Experience supporting human resources functions, including personnel recordkeeping and onboarding coordination.

- Experience with accounting or bookkeeping functions, including accounts payable, data entry, CRM, and financial recordkeeping.
- Experience working with volunteers in a nonprofit, emergency services, or community organization setting is a significant plus.

Knowledge, Skills & Abilities

- Proficiency in accounting software, particularly QuickBooks (Desktop or Online); experience with nonprofit fund accounting is a plus.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace.
- Familiarity management platforms
- Knowledge of basic HR principles, employment law fundamentals, and confidentiality requirements.
- Understanding of nonprofit compliance requirements, including 501(c)(3) governance best practices, preferred.
- Exceptional organizational skills with a demonstrated ability to manage multiple priorities and deadlines simultaneously.
- High degree of attention to detail and accuracy in data entry and document preparation.
- Strong written and verbal communication skills; ability to communicate professionally with diverse stakeholders including staff, volunteers, board members, donors, and agency partners.
- Ability to handle sensitive and confidential information with discretion and integrity at all times.
- Self-starter with the ability to work independently as well as collaboratively in a team environment.
- Adaptable and flexible; comfortable working in a fast-paced, mission-driven organization where priorities may shift with activation demands.
- Commitment to TEXSAR's mission of service above self.

Working Conditions & Physical Requirements

This position is primarily office-based with potential for a hybrid schedule. During organizational activations, events, or deployments, some evening and weekend availability may be required. The Finance/HR Specialist may be asked to assist at deployment staging areas or organizational events in a support capacity.

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional lifting of up to 25 pounds (office supplies, equipment, event materials).
- Reliable transportation to TEXSAR facilities and event locations as needed.
- Ability to work remotely with a reliable internet connection when applicable.

Compensation and Benefits

TEXSAR offers a competitive salary commensurate with experience, along with a benefits package to be outlined by Human Resources (e.g., health insurance, dental insurance, vision insurance, paid time off, and retirement contributions where applicable). The salary range above reflects current market benchmarks for comparable nonprofit roles in the Central Texas region.

Equal Opportunity Statement

TEXSAR is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by applicable law.

Position Acknowledgment

This job description is intended to convey information essential to understanding the scope of this position and is not exhaustive. Duties and responsibilities may evolve over time in response to organizational needs. TEXSAR is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.