



Title: Human Resources and Finance Associate

Location: Washington, DC

Classification: Full Time

Venn Strategies is a fast-paced, nationally recognized full-service government and public affairs firm based in Washington, DC. Our track record of success is a function of our broad array of working relationships, our strategic expertise and our impeccable bipartisan reputation across the policy and political spectrum.

We offer our clients a wide range of deliverables focused on advocacy, issue management, coalition management, grassroots engagement, alliance development and strategic advisory services. Specializing in matters of health care, tax, economic policy, financial services, trade and critical infrastructure, our firm strikes a critical balance providing the depth and breadth of a major political powerhouse, combined with the personal attention and engagement that only a principal-driven boutique can offer.

Venn is looking for a full-time employee who has entry level experience in human resources and finance. The ideal candidate will have worked as an HR Assistant or Generalist and/or have experience in accounts payable/receivable and reconciliation. Candidates who are very detail and task oriented are encouraged to apply. Experience with Paycom is considered a plus but training will be provided. This role includes data entry and working with confidential information so accuracy and discretion is a must have. The highest level of integrity and professionalism is expected.

Responsibilities

- Writing and posting position descriptions
- Screening resumes against requirements
- Scheduling interviews and follow up
- Compiling on-boarding materials and participating in orientations
- Tracking benefit enrollment
- Invoice and credit card reconciliation
- Productivity reporting
- Data entry, filing, copying, printing
- Research and special projects
- Maintaining digital and physical files
- Generating official internal documents

Requirements

- Must be skilled if not proficient in Microsoft Office including excel
- Advanced writing skills
- Attention to detail
- Professional and discrete manor
- Comfortable following procedures and adhering to naming conventions and standard processes

A successful associate will be a team player, good communicator, prefer to make and work from lists and initiate follow up. Venn is a collaborative environment and while this role is an independent contributor, will be working with across teams and with various levels of professionals. If you believe you are the perfect fit, please send in your resume to job@vennstrategies.com with Operations/HR Associate in the subject line.

EEOC Statement

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation or any other status protected by applicable law. Venn is an equal opportunity employer. If you require an alternative method of application or screening, please contact Human Resources.