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**OPB Seeks Payroll Accountant**

OPB seeks a skilled professional who thrives in a fast-paced work environment with multiple priorities to join our Finance team. The Payroll Accountant is responsible for processing payroll and accounts receivable, and preparation of related journal entries and account reconciliations. For more information and to apply, go to: <http://www.opb.org/about/careers/>. OPB is an Equal Opportunity Employer.

11 hours ago

**Human Resources Director (Janus Youth Programs, Inc)**

Janus Youth Programs seeks an effective leader with exemplary skill in directing and managing human resource and labor relations functions for a diverse organization with multiple programs in a shared-service administration model. This position serves as the human resources and labor relations director for the organization. As such, it requires strong skill in managing all functional areas of HR including labor relations (2 individual IWW units and a newly-formed AFSCME unit). This position requires strong theoretical and applied HR skills, sharp time management skills, sophisticated communication skills and an easy way with people.

The Human Resources Director plans, directs, manages and oversees Human Resources Department functions including labor relations, employee relations, recruitment and selection processes, classification and compensation, regulatory compliance, and benefit administration. This position is also responsible for HR policy development/implementation and for training managers in basic HR practices. This position provides regular consultation to supervisors, department managers, and executive leadership in performance management, discipline, and complex employee and labor relations issues.

The Human Resources Director a "hands-on position" that encompasses both the day-to-day functions of an HR Department serving 250-300 employees, as well as "big picture" strategic planning and organizational development. This position also