

Job Title: HR & FINANCE ADMINISTRATION SUPPORT SPECIALIST

Location: Wongu University of Oriental Medicine

Qualifications: Bachelor's degree in Accounting, Finance, Business Administration, Economics, Human Resources or Psychology. A minimum of 2, preferably 3 years' experience in the related field. Up-to-date knowledge of current financial, accounting, QuickBook and computer applications.

About Us:

Founded in 2012 in Las Vegas, Nevada, Wongu University of Oriental Medicine is the first and only Oriental Medicine school in Nevada approved to grant a Master of Science degree in Oriental Medicine.

The mission of Wongu University is to educate students to become skilled Oriental Medicine practitioners who possess compassion and integrity. Oriental medicine is one of the oldest systems of medicine in history and has been used for thousands of years to prevent, diagnose, and treat disease.

Wongu University of Oriental Medicine and its master's-level program in Oriental medicine (MSOM) received accreditation in 2019 from the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners.

Also, Wongu University's Master of Science in Oriental Medicine (MSOM) program has been approved by the California Acupuncture Board to be listed as a board-approved training program.

The HR and Finance Administration Support Specialist is responsible and accountable for the following:

Planning:

1. Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
2. Assist in investigate cost-effective benefit plans and other fringe benefits which the organization may offer other employees and potential employees with the goal of attracting and retaining qualified individuals

Operations:

1. Assist in overseeing all purchasing, reimbursement and payroll activity for staff and participants.
2. Assist in overseeing business insurance plans and health care coverage analysis.
3. Assist in overseeing medical insurance claims, resubmit and follow up activity for clinic patients.

Risk Management:

1. Assist in ensuring adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
2. Assist the CFO and/or COO in developing and maintaining systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.
3. Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) ensuring all are in accordance with federal regulations.

Funding:

1. Assist monitor banking activities of the organization.
2. Ensure adequate cash flow to meet the organization's needs.

3. Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place.

HR:

1. Assist HR in developing employee plan, policies and procedures
2. Assist in providing support in the various human resource functions, which include recruitment or hiring personnel, staffing, orientation and policy training and development, performance monitoring and employee counseling
3. Assist ensure accurate job description and title are in place
4. Identify and organize training and development opportunities including required policy training set by the institution, accrediting agencies, government regulation and coordinate with other related staffs to provide the applicable policy training (e.g. FERPA, HIPAA, OSHA, Prevention in Harassment and Discrimination, and Diversity Awareness, Drug and Alcohol awareness, etc)

Please submit a cover letter, resume, and at least three references to:

Human Resource Office: hr@wongu.edu and coo@wongu.edu