

# Finance Manager/Human Resources - LaGrange, KY

## Job Information

**Minimum Education Level:**

Associate's Degree

**Experience Required:**

1 year

**Salary:**

\$20.00 - \$22.00 hourly

**Duration:**

Full Time Regular

**Shift:**

First Shift (Day)

**Hours per week:**

37.5

**Start Date:**

4/27/2026

## Job Description

We are looking for a Finance/Human Resource Manager to organize our company's day-to-day budgets and accounting procedures. Budget Administrator responsibilities include routine accounting functions such as ledger/account maintenance, cost analysis, reconciliation, posting, budget/contract compliance, and inventory control. Analyzes financial and operating data and prepares management reports and financial statements.

In addition to finance management responsibilities, this position will support key human resource functions to ensure smooth organizational operations. Duties will include onboarding new employees, maintaining and organizing employee files, and assisting with compliance-related documentation. The role may also support other HR-related tasks as needed, along with additional duties as assigned to meet the evolving needs of the organization.

**Responsibilities:**

Monitors revenues and expenses for departmental or program accounts; ensures expenditures control and compliance with funding and reporting requirements, agency policies, and standard accounting procedures.

Coordinates/performs the preparation of regularly scheduled and special billings, costs reports, analyses, inventories, and other duties as assigned by the executive director.

Analyzes, reconciles, balances, and maintains accounting records.

Assists the executive director with developing budgets, preparing funding proposals and developing sound fiscal policies and procedures

Create and update spreadsheets

Identify and address account discrepancies

Agency Payroll processing

**Skills:**

Proven work experience as a Budget or Finance Administrator, Finance Assistant or similar role

Hands-on experience with accounting software.

Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)

Good understanding of bookkeeping procedures

Time-management and organization skills

Confidentiality

Associates or Bachelor's degree in Finance, Accounting or Economics

**Benefits:**

Dental insurance  
Flexible schedule  
Health insurance  
Paid time off  
Retirement plan  
Vision insurance

**Education:**

Associate (Preferred)

**Experience:**

Financial Services: 1 year (Preferred)

Work Location: In person

## Company Information

**Name:**

Tri-County Community Action

**Description:**

TCCAA is a Community Action Agency serving Henry, Oldham and Trimble Counties in KY. Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

Home - Privacy Policy - BBB Accreditation - Donate

This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services.

These programs are funded, in part, under a contract with KIPDA through the Department for Aging and Independent Living with funds from the U.S. Department of Health and Human Service

**Type:**

Direct Employer

**Address:**

1015 Dispatchers Way  
LaGrange, KY 40031

## Application Information

**Email:**

Angela Anderson  
[aanderson@tccaaky.org](mailto:aanderson@tccaaky.org)

**Apply by mail:**

Attn: Angela Anderson  
1015 Dispatchers Way  
LaGrange, KY, KY 40031

**By Phone:**

Call Angela Anderson at 502-222-1349

**By Fax:**

Fax to 502-222-0968 Attn: Angela Anderson

**Job Posting Entered On:**

4/10/2026

**Job Posting Expires On:**

5/10/2026