



Indianapolis Motor Speedway Museum Position Description

Position Title	Human Resources and Accounting Manager
Department	Human Resources
Reports To	Director of Finance
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	Full-time, Exempt

Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

Position Summary: We are seeking a detail-oriented and versatile **Human Resources and Accounting Manager** to manage both human resources and financial operations. This hybrid role is ideal for a candidate with a strong foundation in payroll, benefits administration, employee relations, and general accounting functions. The successful candidate will play a vital role in ensuring smooth day-to-day operations across HR and finance functions, supporting compliance, accuracy, and employee satisfaction.

Specific Duties:

- **Human Resources:**
 - Administer payroll and maintain payroll records in accordance with federal and state regulations.
 - Manage employee onboarding and offboarding process.
 - Maintain HRIS system and ensure accurate employee records.
 - Manage benefits administration, including enrollments, terminations and employee inquiries.
 - Ensure compliance with labor laws and company policies (FMLA, ADA, EEO, etc).
 - Oversee and manage employee performance review processes.
 - Serve as the point of contact for employee relations issues and coordinate with management to resolve conflicts.
 - Develop and update training program.
 - Review and develop company handbook, including policies and procedures and ensure legal compliance.
 - Special projects as needed.
- **Accounting:**
 - Manage monthly, quarterly and annual financial closings processes, including bank reconciliations and journal entries.
 - Prepare financial reports, budgets and forecasts in collaboration with the Director of Finance.
 - Establish accurate general ledger records and coordinate audits.
 - Oversee internal financial control and accounting procedures as needed.
 - Special projects as needed.

**Qualifications:**

- Bachelor's degree in accounting, Human Resources, Business Administration or related field.
- 3-5 years of relevant experience in HR and/or nonprofit accounting.
- Knowledge of HR best practices and understanding of labor laws.
- Proficient in Microsoft Office, including Excel, Word and Outlook.
- Excellent attention to detail, problem-solving skills and ability to work collaboratively across departments.
- Strong interpersonal and communication skills.
- Strong planning and organizational skills.
- Ability to work under pressure.
- Familiarity with ADP payroll software.
- High level of integrity, professionalism, and discretion.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, communicate, reach, stoop, kneel, or operate a computer, telephone, and keyboard.
- Light to moderate lifting may be required.
- Regular, predictable attendance is required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

- Moderate noise (i.e., business office with computers, phones, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

Submit Resume & Cover Letter: museumjobs@imsmuseum.org