



Nine Circles Community Health Centre
Is currently hiring for

Payroll & Finance Assistant (AY2 Finance)
0.8 EFT (31 hours per week)
Permanent
\$21.184 to 24.061/hour doq

Job Summary

Reporting to the Operations Manager, the Administrative Secretary provides payroll/benefits administration, financial administration, and other general administrative supports for assigned Programs in Nine Circles CHC. Key responsibilities include:

1. Payroll/Benefits Administration and Human Resource Support
2. Financial Administration

The job is permanent, 62 hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 6:00 p.m. Mondays through Fridays.

The position is classified as **CUPE**. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

Key Responsibilities

Key areas of responsibility include:

Payroll/Benefits Administration and Human Resource Support

- Preparing, updating, balancing and transmitting electronic payroll data base including, but not limited to employee information, bi-weekly time sheets and electronic files and data tracking systems
- Preparing employee enrollment and change forms, including in-house forms, personnel record forms, Revenue Canada, payroll service provider, HEB Manitoba (including HEPP), and Blue Cross forms
- Collecting and retaining employee information and maintaining payroll files in accordance with FPIEDA and PHIA
- Receiving payroll, comprehensive checking of accuracy of data, distribution of cheque stubs and payroll forms, and preparation of invoices and remittance forms
- Developing, completing and reconciling payroll related forms, reports, accounts and files
- Providing information and assistance to employees and management on payroll related matters
- Completion of month-end and year-end payroll procedures, including reconciliations and reports

- Orienting new staff with emphasis on payroll systems, time sheet preparation and comprehensive introduction of all benefit plans
- Maintaining detailed and complete payroll filing system and maintaining human resource tracking systems and tools
- Troubleshooting and recommending appropriate actions for all duties listed above as identified by the Administrative Secretary and/or Director of Finance

Financial Administration:

- Preparing Accounts Payable/Accounts Receivable source documents, entering of same into general ledger, issuing cheques, investigating related issues
- Providing information and assistance to employees and management on financial administration matters (payables, receivables, petty cash)
- Preparing bank deposits and supplying related information to Director of Finance and Administration
- Developing and maintaining data bases, lists, financial analyses and supporting documentation
- Preparing and coding payables, receivables, and basic journal entries for Director of Finance's review
- Posting payables, receivables, and basic journal entries to accounting system (Microsoft Dynamics)
- Managing petty cash including holding, distributing, balancing and replenishing as required
- Provide support to Director of Finance as required including financial data reconciliations and development of finance department resources

A detailed job description stating all position duties and responsibilities is available upon request.

Qualifications

Education

- Completion of the first year of an accounting certificate program (minimum)
- Education and/or experience in payroll administration and full cycle accounting, specifically accounts payable processing
- Complete high school education, Manitoba standards, required.
- Education and/or experience in administrative assistant program is an asset
- Equivalent combination of education and experience may be considered

Special Training:

- Proficiency in Microsoft Word, Excel and Outlook required.
- Knowledge of and experience in basic accounting procedures and practices
- Knowledge of and experience in payroll administration
- Knowledge and experience with electronic medical record systems (e.g. Accuro)
- Ability to reconcile general ledger accounts, prepare basic financial analyses and journal entries

Knowledge, Skills, and Experience

- Working knowledge of applicable employee benefits packages
- Demonstrated problem solving and trouble shooting skills
- Competent in accounting software applications, including Microsoft Dynamics
- Competent in payroll processing applications, including Payworks
- Demonstrated ability to be able to use other computerized software applications

Other

- Excellent command of the English language (both oral and written).
- Ability to learn and adapt to new computerized and web-based programs
- Demonstrated problem-solving skills essential
- Ability to maintain a high level of confidentiality
- Ability to plan and organize a heavy workload, under pressure, to meet deadlines and complete a variety of administrative duties
- Demonstrated ability to effectively contribute in a team environment
- Demonstrated ability to work independently, with minimal supervision

How to Apply

Interested candidates may forward their letter of application and résumé to:

Email: humanresources@ninecircles.ca

Deadline for application: Thursday, May 18th, 2023

Nine Circles celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from qualified people who are Indigenous, living with HIV, identify as 2SLGBTQ, or belong to other traditionally marginalized communities.*

Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.