



Nine Circles Community Health Centre
Is currently hiring for

Administrative Secretary II_Payroll and Finance
0.8 EFT (31 hours per week)
Permanent Part-Time
\$21.184/hour to \$24.061/hour depending on qualifications

Job Summary

Reporting to the Operations Manager the job is a part-time permanent position, 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 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends may be required.

The position is classified as CUPE, Administrative Secretary (AY2). A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position is funded as a permanent, .8 EFT

Key Responsibilities

Under the direction and guidance of the Operations Manager, the Administrative Secretary supports 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
3. Secretarial and Administrative Support

The incumbent must contribute to a respectful work environment and participate in workload sharing and coverage for other AY2 positions.

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

Qualifications

Required 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.
- Equivalent combination of education and experience may be considered

Required Knowledge, Skills, and Experience

- 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

Assets

- Education and/or experience in administrative assistant program is an asset
- 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

How to Apply

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

Email: humanresources@ninecircles.ca

Deadline for application: Wednesday, October 4th, 2023 at 4 p.m. (for closing)

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.