

Finance & HR Assistant

Job ID.
2.12

Dept. ID.
2.00

Dept.
Administration

Reports to
Director of Finance

Job Classification
Regular Part Time

POSITION SUMMARY

Reporting to the Director of Finance, the Finance & HR Assistant facilitates and supports key functions and programs within the Finance Department, supports and manages the recruitment and onboarding process, and provides administrative support with policy review and development.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

FINANCE

- Proactively cross-trains with the Payroll & Benefits Administrator to provide assistance and to ensure coverage during absences:
 - Bi-weekly payroll processing and auditing
 - Year-end payroll reconciliation
 - Credit card reconciliation
 - Bank reconciliation
- Proactively cross-trains with the Accounting Technician to provide assistance:
 - Accounts payable (processing invoices)
 - Accounts receivable (processing invoices and payments)
 - Assists in maintaining Accounts Payable filing system

HUMAN RESOURCES

- Supports the senior management team with recruitment activities
- Sets up and tracks competition files for all postings
- Creates and updates job descriptions and job postings
- Distributes all job and career postings bulletin boards around the building, internal database, MHF websites and external marketing sources
- Actively cultivates new advertising sources and recruitment programs
- Screens resumes/applications to provide to hiring supervisors and senior managers
- Schedules interview appointments and provides interview paperwork to hiring supervisors and senior managers
- Conducts reference checks

- Drafts employee offer letters as required
- Distributes internal communication about newly hired employees
- Supports Payroll & Benefits Administrator with completing new hire paperwork
- Answers all job inquiries over phone, e-mail, referrals and walk-in clients
- Maintains careers@meridianfoundation.ca email
- Works with Communications, Policies & Fundraising Coordinator to develop marketing materials for recruitment activities and campaigns
- Organizes recruitment information and represents MHF at job fairs
- Canada Summer Jobs grant applications, program liaison and reporting
- Canada Alberta Job Grant applications administration

POLICY ADMINISTRATION

- Works collaboratively with the Communications, Policies & Fundraising Coordinator to manage policy reviews and updates for all organizational policies by providing administrative support
- Works collaboratively with senior management team, supervisors and subject matter experts to complete annual policy reviews
- Continuously identifies opportunities to create/update and streamline related processes, policies, and procedures, and communicate with senior managers
- Maintains extensive knowledge of applicable legislation and regulations pertaining to MHF operations

OTHER DUTIES

- Establishes effective working relationships with internal departments, external vendors and contractors and other parties as required
- Participates in various internal committees, meetings and initiatives
- Maintains professional appearance, attitude and confidentiality at all times
- Performs other relevant duties as assigned

SAFETY RESPONSIBILITIES

- Promotes health and safety programs among staff throughout all facilities and operations
- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System

- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules and legislation
- Proactively completes all required safety related training

DRESS CODE

- Business casual attire

ABILITIES, SKILLS AND EXPERIENCE

- Strong written and verbal communication skills and highly developed interpersonal skills
- Strong computer skills: MS Office (including Outlook, Word, Excel, PowerPoint), Internet/email skills
- Ability to demonstrate tact and diplomacy in an environment of confidentiality with the right balance of common sense and compassion
- Approachable and friendly demeanor and present in a professional and respectful manner
- Sense of urgency and strong commitment to achieving goals
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment
- Strong organization, analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail
- Proactively identify issues and find solutions
- Ability to work independently or on a team and demonstrate self-motivation
- Knowledge of recruitment, selection and retention strategies
- Knowledge of employment laws, regulations, policies and procedures
- Desire to work with seniors

QUALIFICATIONS

- Diploma or degree in business administration/management or human resources
- Possesses a minimum of 3 years of office administration duties including payroll processing, recruitment and onboarding, and accounts payable
- Experience with Yardi would be an asset
- A clear Police Information check