



Job Description Finance/HR Assistant

Under the direction of the Finance/HR Manager, the Finance/HR Assistant position is responsible for duties related to the day-to-day administrative, HR and financial operations of the MFRC.

Responsibilities:

Financial

- Maintain Petty Cash Funds including conducting spot checks
- Prepare documentation for Board Member and Executive Directors' signatures and approval, ensuring accuracy of data and account numbers, and ensuring timely payment to Vendors
- Administer and monitor staff benefits package, credit cards and insurances
- Liaise with Finance/HR Manager ensuring financial files are updated and ensuring quality control and adherence to financial processes and systems
- Timely processing of the biweekly payroll
- Prepare and maintain staff records including vacation, flex time, sick leave and professional development
- Timely invoicing to funders and clients, and monitoring accounts receivable for timely payment
- Update and maintain all financial files and correspondence

Human Resources

- Collaborate with the Finance/HR Manager on relevant HR and administrative issues; maintain confidentiality related to HR
- Ensure that MFRC Policies and Procedures are adhered to by all staff
- Co-ordinate and maintain updates of job requirements and job descriptions for all positions; coordinates all job advertisements and website updates
- Establish, coordinate and participate in standard recruiting, testing and interviewing processes for candidate selection up to and including employment offers
- Establish and conduct new staff orientation that includes review of the orientation manual, employee agreements, name tags and business cards
- Coordinate and process benefit program enrollments
- Maintain accurate and efficient use of HRMS data including MyHR
- Assist in the preparation of updates and recommend/revise human resource policies and procedures
- Prepare and maintain personnel files, particularly sensitive and confidential information
- Conduct staff departure/exit routine

Occupational Health & Safety

- Represent management on the Joint Occupational Health and Safety Committee
- Drive the OH&S processes of the organization including the investigation and processing of WorkSafe BC claims
- Support the Finance/HR Manager in monitoring risk management policies and procedures to ensure that program and organizational risks are minimized
- Promote a safe work place; ensure that all established safety procedures are followed



- Attend, support and maintain internal OH&S meetings and responsibilities

Office Procedures and Management

- Coordinate office administrative procedures and policy, make recommendations for changes and evaluate and implement new procedures for both CPAC and Signal Hill
- Liaise with the Base for various office procedures/tasks
- Assist staff in administrative support as required

Support to Executive Director

- Provide secretarial and administrative support to the Executive Director by typing correspondence, coordinating and distributing mail, developing forms and other related documents
- Answering correspondence with regard to general office administration
- Perform administrative duties to support the board governance structure

Client Relations

- Provide friendly and courteous reception services as required by answering phone and directing calls to the appropriate staff
- Maintain confidentiality of sensitive information
- Promote and practice excellent public relations with families, clients and the community in general

Other

- Undertake any secondary tasks and responsibilities deemed necessary for the efficient operation of the organization, its programs and buildings

Competencies and Behaviours

In order to successfully meet the requirements of the position, the following competencies and behaviours must be demonstrated.

- Believes in and practices the mission and goals of the organization
- Maintain professional and ethical standards with respect to observing the strictest confidentiality at all times regarding the information acquired by you through involvement with MFRC to the limit of legal requirements
- Ability to work as a positive member of the program team, facilitating a team environment through personal behaviour, work contributions and the sharing of experience and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the “client” and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Achieves results with positive outcomes for children and families within the program
- Ability to meet deadlines in a timely and efficient manner
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- A high degree of personal initiative with good planning and organizational skills
- Maintains timely and accurate files
- Attention to detail



- Has the ability to adjust to ever changing needs and handle multi-tasking efficiently
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Frequent interaction with parents of children enrolled in programs, and front desk coverage

Desired Knowledge, Education and Experience

- Post-secondary accounting courses, HR certificate and at least 3 years related experience, or an equivalent combination of education and experience
- Knowledge of Human Resource Management and Accounting Principles
- Working knowledge of various legislation and regulations such as Employment Standards, WorkSafeBC, and Payroll rules and regulations
- Experience with Windows 7, Excel, Sage 50, and Payroll
- Exceptional organizational, interpersonal and customer service skills
- Bilingualism is an asset
- Willingness to work flexible hours

Working Conditions

- The position is required to sit at a computer for long periods of time
- Client needs and work volume may require more than the schedule work hours to complete essential duties of this job. This position may require special hours including working weekends and evenings.
- Work may require dealing with emotionally volatile situations
- The noise level in the work environment is moderate
- The position is located primarily indoors
- There are stairs involved in the physical location of the position. Not all locations are wheelchair accessible.
- Moderate to heavy lifting required.