

OVERALL RESPONSIBILITIES:

The Human Resources/Accounting Administrator provides support to the Director of Human Resources and to the Senior Accounting Analyst as required. The Human Resources/Accounting Administrator shall organize and implement duties related to human resources and Accounting functions. This position shall maintain an overall awareness of agency supports and services, ensuring that the philosophy of the organization is reflected in all communications. Given the nature of this position, a high level of confidentiality must be maintained.

POSITION ACCOUNTABILITIES:

1. Related to People Receiving Services and Supports

- Ensures that all interactions with people who access services and all interactions with persons outside the organization reflects the philosophy of the agency and promotes the goal, vision, mission, and beliefs of the Agency
- Directs people who access services and/or their families to appropriate resources/employees within the organization

2. Related to Policy Development

- Maintains up-to-date awareness of agency policies and procedures, and the collective agreement
- Makes recommendations for human resources and accounts receivable related policy development
- Demonstrates creative problem solving and decision making based on policies and training

3. Related to Human Resources

- Promotes a cordial, harmonious, risk-free working atmosphere that is respectful of the contributions of employees
- Acts as backup to the Human Resource Administrator
- Collects and sorts internal and external resumes
- Oversees the recruiting process for selection of staff and orientation of new employees
- Prepares and places job postings on the Agency website, and social media platforms
- Maintains employee related statistics
- Oversees student placements
- Reports/Oversees Ministry of Labour and WSIB claims

- Serves as the primary point of contact for the recruitment and selection process by coordinating job postings, regional job fairs, collection and screening of resumes, participation in interviews, and completes reference checks
- Continuously evaluates and suggests new methods when developing recruitment strategies to acquire new talent and analyzes agency needs to anticipate hiring
- Maintains a pulse on recruitment trends and uses appropriate channels to source and develop the pipeline of qualified candidates. Attends regular outreach opportunities in the community (e.g., employment centers, employment agencies, newcomer centers, adult schools, colleges, and universities) and social media channels
- Prepares HR reports. Provides relevant HR metrics to management
- Collaborate with managers to ensure future needs are identified for proactive planning to manage the workforce
- Maintains performance and acts effectively under pressure
- Multi-tasks and prioritizes deadlines to ensure timely completion of position requirements
- Works collaboratively encouraging others to build teamwork and commitment

4. Related to Financial Management

- Follows established internal control policies and accounting policies and procedures
- Generate and issue invoices to customers for goods or services rendered
- Ensure accuracy in the invoice details, including product or service descriptions, quantities, and prices
- Receive and record payments from customers through various methods such as checks, credit cards, and electronic transfers.
- Resolve payment discrepancies
- Issue statements and reminders to customers about outstanding balances
- Generate and analyze AR reports to track and report on the aging of receivables
- Provide regular updates to management regarding the status of outstanding accounts
- Maintain positive relations with customers, and respond to customer inquiries regarding invoices, payments, and account balances
- Apply incoming payments to the correct customer accounts and invoices.
- Reconcile cash receipts and resolve any discrepancies

5. Related to Health and Safety

- Carries out responsibilities as required by the Occupational Health and Safety Act, related regulations and adheres to the Community Living Chatham-Kent Health & Safety Policy Statements
- Promotes a healthy and safe work environment

6. Related to Community Development

- Represents Community Living Chatham-Kent in a manner that conveys the nature and philosophy of the agency
- Promotes the goal, vision, mission, and belief statements of Community Living Chatham-Kent
- Promotes inclusive communities

7. Related to Documentation

- Prepares, processes, and forwards documents per established accounting, and human resources procedures and controls
- Prepares correspondence for the Human Resources Director and the Director of Corporate Services
- Prepares W.S.I.B. claims in coordination with the Human Resources Director
- Maintains related files per the retention policies and procedures
- Ability to multi-task and manage priorities and responsibilities with attention to detail, ensuring timely completion of position requirements
- Displays initiative by planning for future requirements

8. Related to Agency Property and Equipment

- Ensures all agency property and equipment is treated with due care and respect

9. Related to Communications

- Communicates effectively focusing on interpersonal respect by understanding others and demonstrating empathy
- Corresponds with employees, managers, and directors across the agency as required
- Maintains communication with employees with respect to questions and information
- Participates as an active member of the administration team
- Follows the leadership principles and skills of Community Living Chatham-Kent
- Acts consistently with professional values and ethics

10. Related to Committee

- Participates in administrative team meetings
- Actively participates on internal committees as assigned

OTHER:

- Complete other related duties as assigned
- Attend training opportunities as required
- Proficiency with MS Office
- Proven ability to quickly learn and adapt to new software programs.
- Strong aptitude for mastering unfamiliar tools and applications as needed for the role

ACCOUNTABILITY:

- The Human Resources/Accounting Administrator is directly accountable to the Director of Human Resources and Senior Accounting Analyst.

HOURS:

- Normal hours of work are 40 per week, 8:00 a.m. to 4:00 p.m. Considering the professional nature of this position, the Human Resources/Accounting Administrator shall attend necessary events outside normal working hours.

BENEFITS:

- As outlined in the Agency's Personnel Policies, which are an integral part of this job description.

MINIMUM QUALIFICATIONS:

- Must have two years post-secondary education in a related field and three years' experience with progressive responsibilities. Must possess strong written and verbal communication skills as well as effective negotiating and analytical skills.
- Must have access to a vehicle and possess required vehicle and liability insurance.
- Human Resources and/or Accounting experience is an asset.

Date

Signature of Employee