

EMPLOYMENT OPPORTUNITY

The Salvation Army – Mt. Waddington Community Ministries – Centre of Hope
BC DIVISION – Finance & Hr Administrative Assistant

POSITION: FINANCE & HR ADMINISTRATIVE ASSISTANT

SCHEDULE: PART-TIME (25 Hours Per Week)

Flexible Hours – Daytime Hours; Monday – Friday
Rate: \$24.67 - \$25.17 per hour



FACILITY: **Centre of Hope**
7305 Market Street, Port Hardy, BC, V0N 2P0

Giving Hope Today

RESPONSIBILITIES & EXPECTATIONS:

Leads and coordinates administrative duties in the Ministry Unit in the areas of Finance and Human Relations and also performs a wide variety of accounting duties.

Qualifications & Experience:

- * Graduate with a post-secondary degree in Business, Finance, or Business Administration
NOTE: An alternative combination of education and experience may be considered.
- * Minimum of three (3) years of prior related experience in no-profit, fund and branch accounting, bookkeeping, administrative/secretarial, accounting software, and Human Relations experience.

The successful candidate will:

- Process, track, and file all Account Payable invoices, reimbursements, and Visa submissions.
- Facilitate the deposit process and submit required reporting.
- Assist in the annual budget process for the ministry unit and monitor compliance with the budget as well as accuracy of GL.
- Maintain an accurate, ongoing record of all donations to the ministry unit, send an acknowledgement and prepare year-end receipts.
- Participate in hiring, orientating, training, evaluating, disciplining and terminating in consultation with the Headquarters; and conducts HR meetings with all new employees providing orientation to payroll and benefits.
- Deal with complaints, grievances, WorkSafe claims in consultation with Headquarters.
- Coordinate payroll and benefits services for all employees on behalf of the Ministry Unit, verifying timesheets and processing every two weeks.
- Resource staff with employment and benefits information.
- Use a variety of software programs, as well as Excel and Word.
- Other administrative duties (e.g. open mail, take minutes, maintain both electronic and paper-based financial and HR records.)

Temporary part-time (25 hours/week) providing Maternity Leave coverage of 1 year with a possibility of extension / full-time. Mon-Fri with a flexible schedule between 8:00 am and 4:00 pm. Starting immediately.

Interested applicants must submit a **cover letter & resume** to:

EMAIL: michael.winter@salvationarmy.ca

Or drop off your application in person Monday-Friday, 8:00 am - 4:00 pm at:

Centre of Hope -7305 Market Street, Port Hardy, BC

PLEASE INCLUDE: "FINANCE & HR" IN YOUR COVER LETTER

We thank all applicants. However, only those candidates to be interviewed will be contacted.

PLEASE, NO PHONE CALLS

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.