



Job Description

Job Title:	Payroll/Finance Administrative Assistant
Approved By:	
Date Approved:	
Last Revision Date:	

Reports To

Human Resources & Payroll
Finance Administrator

Summary

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. In this role, you will provide essential administrative support to our Human Resources/Payroll and Finance department.

APPROVAL

Employee

Date

Principal

Date

Human Resources

Date

Job Summary

We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. In this role, you will provide essential administrative support to our Human Resources/Payroll and Finance department.

Key Responsibilities

Administrative Assistant:

- **General Support:** Provide administrative support to Human Resources/Payroll and Finance.
- **Document Management:** Scan, upload, sort, and file HR, Payroll, and Finance documents.
- **Special Projects:** Assist with various projects as requested, including event planning, raffle organization, and survey creation.
- **Procurement:** Coordinating with other admin assistants to order school supplies as needed, especially at the start of the year.

Human Resources:

- **Internal Communications:** Develop and distribute internal communications related to HR changes, benefits, or company policies.
- **Recruitment:** Create job descriptions, postings, and employment contracts for vacant job positions as required. In addition, following up with candidates after interviews.
- **Onboarding:** Manage new employee orientation and onboarding.
- **Performance Management:** Support performance evaluation processes.
- **Training and Development:** Coordinate and track employee training.
- **Health and Safety:** Co-chair the Health and Safety Committee and ensure compliance with safety regulations.

Payroll and Finance:

- **Payroll Processing:** Assist with payroll processing, including data entry, time tracking and answering employee inquiries. Receive and coordinate requests for leave, other absences and update the staff calendar.
- **Record Keeping:** Manage changes in employee salaries, wages, job status, and titles. Maintain payroll records and comply with relevant laws.
- **Financial Reporting:** Prepare payroll and benefit reports.
- **Inventory Management:** Establish and maintain methods for acquiring and keeping track of gift cards and bus tickets.
- **Year-End Finance & Payroll:** Assist with year-end financial processes as required. Issue ROEs and T-4s as needed.

Essential Qualifications

- Payroll and Accounting: Experience or willingness to learn.
- Strong Mathematical and Analytical Skills: Accuracy and attention to detail.
- Proficiency in Software: Payroll software, Google Suite, and MS Office.
- Excellent Communication: Verbal, written, and interpersonal.
- Organizational and Multitasking Abilities: Efficient time management and handling deadlines.
- Ethical and Reliable: Adherence to standards and trustworthiness.
- Clear Criminal Record: Pass a background check to ensure the safety and well-being of students and staff.

Additional Assets

- Post secondary education in payroll or accounting is an asset or a combination of equivalent skills and experience.
- Familiarity with tax procedures, benefits, and wage deductions.
- Ability to work independently and make sound decisions.
- Graceful handling of stress and deadlines.
- Experience working with First Nation communities and the ability to speak a First Nation Language is an asset (Ojibwe, Cree, Oji-Cree).

Work Environment

- Primarily based in a school setting.
- Involves extensive reading and proofreading of reports, memos, manuals, and other documents.
- Minimal physical exertion; long periods of sitting are common.
- Regular interaction with individuals from culturally diverse backgrounds.
- Requires handling inquiries and resolving complaints professionally.
- Must manage competing priorities, multitask effectively, and handle a high-volume workload. Work may involve frequent interruptions.
- Occasional extended hours and overtime may be required, based on workload demands.

I understand that the responsibilities of this position may change and evolve. I have read and acknowledge the duties and responsibilities of this position.

Employee signature

Date