



## **Office Administrator (payroll, HR)**

**Reporting to:** Executive Director

### **Summary of Functions:**

Participates in the efficient operation on all non-nursing aspects of the organization, including the implementation of new administrative procedures, policies, and controls

### **Service Responsibilities:**

#### ***Administrative:***

1. Acts as Assistant to Executive Director
2. Provides back-up for Receptionist
3. Assists in preparing thank-you letters and in-mem letters
4. Regularly reviews costs from vendors for nursing, office, kitchen, and housekeeping supplies; negotiates lowest price possible; purchases and orders supplies as needed
5. Archives chart records (clients & volunteers)
6. Delegates preparation of chart forms and client information folders to administrative volunteer
7. Assists in updating and maintaining patient database
8. Ensures that equipment is sent out for servicing on a periodic basis
9. Prepares and verifies statistical and other reports such as activity summary for Executive Director
10. Provides support to fundraising and volunteer events
11. Opens mail and distributes accordingly
12. Attends staff meetings
13. Assists in the organization of the yearly volunteer party

#### ***Human Resources:***

1. Develops nurses' work schedule according to norms of collective agreement every 8 weeks
2. Provides input in the union negotiation process
3. Maintains HR files (police checks, confidentiality forms, etc) for all staff
4. Acts as resource to staff on Labor Code. Maintains employee benefits , pension, group insurance, vacation days; attends meetings as required
5. Participates in interviewing candidates with Executive Director as required

**Financial:**

1. Prepares payroll; ensures accurate time-reporting, processing and verifying of bi-weekly payroll
2. Prepares year-end adjustments of vacation, sick days and deductions at source
3. Prepares government deductions at source, union, pension and Group Insurance reports for distribution and payment on a monthly basis
4. Processes accounts receivable, payable, and donations
5. Prepares year-end T4's, Relevé 1 and summaries, CSST Déclaration des Salaires & pension reconciliation
6. Cross-coverage of Administrative Assistant (finance)
7. Works with auditors during yearly audit
8. Prepares documents for accounting for year-end adjusting entries

**General Requirements:**

- Demonstrates excellence in communication and interpersonal skills
- Is an effective organizer with the ability to multi-task
- Maintains absolute confidentiality of all aspects of employment, staff relations, and patient/family information
- Demonstrates initiative and interest in the function of the organization
- Promotes NOVA's charitable role
- Is able to work well independently and as a team player

**Qualifications;**

- Knowledge of payroll; knowledge of Easy pay Program an asset
- Computer skills/Proficient in Excel
- Knowledge of Simply Accounting Program basics + Donor Perfect
- Bilingual English/French
- Experience in Human Resources
- Experience in a medical environment an asset