



Initiatives for Just Communities (IJC) is a faith-based organization that operates four community restorative justice programs. These programs strive to provide guidance, support and relationship for people living with Fetal Alcohol Spectrum Disorder (FASD) or intellectual disabilities as well as those who are currently or have been previously incarcerated. IJC provides opportunities and services to people regardless of background or affiliation.

IJC employees are expected to model and uphold the vision and mission of IJC; to respectfully and with integrity interact and model caring and holistic relationships with colleagues, participants, and into the broader community.

JOB DESCRIPTION

Position: **Human Resource and Payroll Manager** *(75 hours bi-weekly)*
Starting Salary Range: \$38,550 to \$42,744 *(depending on education and experience)*

Summary: The person will work as part of a team to:

- Provide human resources administration;
- Process bi-weekly salaries and benefits;
- Support in data entries of accounts payable/receivable;
- Fulfill other duties as identified by the Executive Director and Finance Director.

HR DUTIES

- Plan, organize, and direct the operations of human resources;
- Plan human resource requirements in conjunction with IJC management;
- Co-ordinate internal and external training and recruitment activities;
- Assist in the development of labour relations policies and procedures;
- Advise and assist IJC employees on interpretation and administration of personnel policies and programs;
- Oversee the classification and rating of occupations;
- Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees;
- Ensure compliance with federal and provincial legislation.

Responsibilities:

HR ADMINISTRATION

- Manage and control employee files (hired, update, released);
- Complete quarterly HR reviews (Benefits and Pension Plan eligibility, Step and Vacation Increases);
- Administrate internal and external databases (enrollment, update, maintain fiscal viability and employee affordability of the plan);
- Provide assistance and support to the Executive Director in the choice of service providers;
- Print and maintain reports

BI-WEEKLY PAYROLL

- Complete bi-weekly payroll with appropriate calculations and data entry in QuickBooks;
- Complete payment in CAFT entries (Direct Deposit) within the required deadlines;
- Email bi-weekly paystubs to all employees;
- Complete Records of Employment;
- Print and maintain payroll reports;
- Prepare annual T-4.

FINANCE AND ACCOUNTING

- Enter bills/invoices and payments into QuickBooks;
- Help with control of entered invoices via monthly statements;
- Administer Outreach Shift Spending, including distribution of the shift cash envelopes and the reconciliation of expenditures on a monthly basis.

OTHER

- Assist with annual audit;
- Assist with reporting;
- Assist with deposit (as requested);
- Other duties as assigned.

Qualifications:

- Must be able to ascribe to and support the mission and vision and values of IJC;
- Relevant education and experience in Human Resources;
- Sound working knowledge of HR regulations and expectations, incl. MB Employment Regulations;
- Sound working knowledge of Microsoft Office (specifically MS Excel), QuickBooks;
- Excellent communication skills (interpersonal and written);
- Strong planning and organizational skills;
- Ability to work both collaboratively and independently, as the situation requires.

Assets:

- Experience in accounting and financial activities up to and including trial balance;
- Understanding of and experience with non-profit financial considerations and government reporting requirements.

Expectations:

- Maintain confidentiality at all times;
- Follow, articulate and enforce IJC policy and procedures at all times;
- Complete a criminal record check as required.

Please submit your resume, plus three work references to:

rklassen@initiativesjc.org

(This position is based in Mitchell, MB)

Closing Date: October 4th, 2020