JOB DESCRIPTION

| **Title** | ACCOUNTING/HR SPECIALIST | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Accounting/HR Specialist is responsible for assisting with the administration of the day-to-day human resources operations and handling financial information. They act as support staff to the HR Department, for the daily balancing of receipts, and the handling of accounts receivable. This position will assist with accounts payable, and payroll processing when needed.

The ideal Accounting/HR Specialist, is dedicated to offering effective, dependable support to HR and accounting department members, other departments, and external parties. They have an exceptional capacity for their attention to detail.

**Duties and Responsibilities**

Accounting

* Utilize written records to process, record, and verify transactions.
* Keep meticulous records, such as ledgers, journals, invoices, receipts, and data on supplies and inventory, that are accurate and complete.
* Assist the accounting department in daily, monthly, and annual activities, including creating financial reports, developing budgets, preparing taxes, and assisting with audits and addressing discrepancies.
* Speak with vendors and suppliers to guarantee charges are accurate and that payments are received in a reasonable timeframe.
* Communicate with clients to discuss account statuses, charges, or discrepancies.
* Take advantage of opportunities for ongoing education to learn about business policies and procedures, current financial legislation, and industry trends and developments.
* Update records as needed.
* Follow all required financial record-keeping procedures, including destruction of personal information.

HR Functions

* Create, implement, and evaluate all human resource department policies, procedures, and structures.
* Manage health and life insurance programs.
* Create and put into practice efficient training and development plans.
* Conduct quarterly and yearly performance appraisals for employees.
* Ensure all employee records are maintained and updated with new hire information or changes in employment status.
* Identify the company’s hiring needs and manage the recruitment process to ensure it runs smoothly.
* Track department budgets.
* Supply prompt, expert responses to employee questions and deal with problems.

Perform additional related duties as assigned.

**Key Qualifications**

* Bachelor’s degree in accounting, business administration, human resources, or a relevant field.
* A minimum of 3 years of proven experience in a similar role.
* CHRP designation or in-progress an asset.
* CPA or related designation is considered a strong asset.
* Strong knowledge of labour legislation and payroll processes.
* Strong understanding of the full recruitment process.
* Fully conversant in the use of Microsoft Office products.

**Core Competencies**

* Excellent written and verbal communication abilities.
* Excellent time management and multitasking abilities.
* Advanced attention to detail and analytical skills.
* Excellent skills in numbers.
* Ability to maintain employee confidentiality.
* Desire for continuous learning and improvement.

**Working Conditions**

* This position is set in a hybrid setting.
* The standard operating hours are from <insert time> to <insert time>; Monday to Friday.
* Working outside the standard operating hours may sometimes be required.
* Prolonged exposure to computer monitors/screens.