



Employment Opportunity HR Administration

November 2024

Summary of Job Description

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. The role has a primary responsibility for the overall payroll function support and Human Resources administration. The position reports to the Director of Operations to provide payroll & HR data for reporting purposes and maintains filing of funding and administrative contracts and agreements.

Duties and Responsibilities:

- Administer overall employee benefits including enrolment, changes, and termination of group health and group RRSP/TFSA benefits.
- Track vacation, sick, overtime, and banked time balances.
- Create and maintain employee personnel files and records.
- Track and maintain employee credentials and certifications.
- Assist with development and maintenance of job descriptions.
- Assist with creating and posting job vacancies.
- Assist with screening and recruitment of employees.
- Assist with payroll processing.
- Provide employee on-boarding including orientation to benefits and employee policies and procedures.
- Assist with development and communication of employee policies and procedures.
- Support the accounting and administrative functions.

Qualifications:

- Degree or diploma and/or accreditation in business administration/accounting/ Human Resources or equivalent work/education experience.
- Demonstrated ability with managing payroll processes.
- Experience with Payworks or other automated payroll systems.
- Excellent computer skills and advance level of Excel and Microsoft Word.
- Working knowledge of bookkeeping and accounting systems.
- Must be detail-oriented and accurate with an aptitude for working with numbers
- Knowledge and experience with organizational policies and HR procedures and understanding of BC Employment Standards
- Excellent organizational skills and experience with maintaining office systems
- Ability to work in a busy work environment.
- Ability to work independently and as part of a team.
- Experience working in a community-based organization an asset.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- First Aid certification or willingness to obtain.

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Hours of Work: 20 Hours per week

Accountability: This position reports to the Human Resources and Payroll Coordinator

Hours & Pay Rate: \$23.17 – \$24.58 (dependent on experience) –
Extended Health benefit package (after 3 months)

Deadline: December 6, 2024

Start Date: January 2, 2025

To apply please email resume to: simoneg@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted

No phone calls please

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www.burnabynh.ca