**Job Title**
Human Resources and Finance Coordinator

**Reports to**
Director Human Resources (with dotted line to Director, Corporate Services)

**Location**
Canadian Science Publishing
1840 Woodward Drive, Suite 1
Ottawa, Ontario K2C 0P7

**Term**
Full-time, permanent

**Posting Period**
September 27, 2021 – October 15, 2021

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We offer an attractive compensation and benefit program with the opportunity to work a flexible schedule. Our head office location near Highway 417 and Maitland Avenue offers free parking and is accessible by OC Transpo.

Canadian Science Publishing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We are dedicated as an organization to adhere to public health guidelines for our employees and their families. As such, we have extended our remote work arrangements until September 1, 2021 and are committed to regularly review this date. Flexibility is key in our new world.*
General Responsibilities

Reporting to the Director Human Resources (with a dotted line to the Director, Corporate Services), the HR and Finance Coordinator provides support in the employment life cycle (recruitment, onboarding, training, salary reviews, and offboarding), policy review, manages the performance management cycle, processes accounts receivable and payable invoices, acts as back-up to the payroll function and provides clerical and data entry support in finance.

Specific Duties

1. Recruitment: Prepares HR Requisitions and approvals, job postings, screening, interviews, testing, references, offer process, payroll documentation, orientation, and company onboarding; updates company organizational charts (and Jostle if still relevant).
2. Compensation: coordinates data for relevant external surveys, gathers relevant data for annual review budget (for board approval) and annual increase process.
3. Performance Management Process: coordinates reminders for managers and summarizes training requirements; assists Director Human Resources in leadership development and corporate training initiatives and activities.
5. Payroll: prepares and enters payroll records in absence of Finance and Payroll Administrator and assists Administrator with payroll and benefits transactions review and input.
6. Accounts receivable: assists with preparation of invoices in Great Plains accounting system, follows up with authors on overdue invoices.
7. Peak Season Finance Department Assistance – (from November through February), assists finance with filing, accounts payable data entry and pulling and scanning records in support of year end audit.
8. Provides other clerical support in HR and Finance.

Qualifications and Educational Requirements

1. An undergraduate degree in business administration (a diploma or certificate in human resources is preferred), with 2-3 years of relevant work experience; CHRP would be considered an asset (or CHRP in progress).
2. Experience with payroll systems (ADP) is a strong asset.
3. Training in accounting or bookkeeping and some experience is preferred.
4. Excellent organizational skills, strong attention to detail, and ability to meet strict deadlines.
5. Proficiency with Microsoft Office suite and good working knowledge of Microsoft Excel.
6. Experience with Great Plains accounting system is desirable.
7. Excellent verbal and written communication skills; high client focus.
8. A team player with strong work-ethic and solid collaboration skills.
Contact
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