Finance Administrator

The Organization:

The Health Sciences Association of Alberta is a progressive union representing approximately 27,000 paramedical professional and technical members. Our staff are committed to delivering high-quality services to our members.

The Position:

We are seeking a part-time (0.5 FTE) Finance Administrator who will work out of the Edmonton office and report to the Manager of Finance. This out of scope position will be responsible for processing bi-weekly payroll, maintaining and updating personnel information, and reviewing and documenting processes, procedures and practices. This position will also provide support to the HR team. With exposure to a broad range of activities and projects, this opportunity will support your career development and aspirations!

What You Bring:

You possess a post-secondary degree or diploma in a related field in addition to a certificate from the Canadian Payroll Association, as well as three years' experience in a payroll-based role. Equivalent education and work experience may be considered.

This position is well-suited to individuals with strong research and analysis skills. In fulfilling the duties of the role, you will be expected to create processes and procedures, communicate with employees at all levels within the organization, and maintain excellent working relationships with stakeholders. Strong organizational and time-management skills are needed, as well as the ability to problem solve and provide recommendations for improvement. Confidentiality is required, as well as the ability to apply professional judgment. Experience with Ultimate Software is an asset.

Your Core Competencies:

Creative Problem Solving: You contribute ideas for how the work can be done differently to solve issues.
Agility: You anticipate and adapt to changing priorities. You are resilient in times of uncertainty.
Develop Networks: You build connections and trust in relationships.
Build Collaboration: You contribute to conditions that support teamwork, collaboration, consistency and excellence.
Systems Thinking: You understand how the work you do contributes to the overall success of the organization.
Drive for Results: You take ownership of achieving results as an individual and as part of a team.

What We Offer:

Competitive Compensation:	$40.60 – $49.40 per hour.
Top Benefits:	100% employer paid benefits, flex spending account, and pension plan.
Work-Life Balance:	17.5-hour work week.
Learning & Development:	Internal and external training support.

How to Apply:

Please submit your application to Human Resources at this link. Tell us how your skills and experience align with this position. **A cover letter is required.** Written communication skills, accuracy and attention to detail are essential to this position and your cover letter will be reviewed as part of the recruitment process.

Deadline for applications: Monday, March 5, 2020 at 11:59 pm.

Health Sciences Association of Alberta is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We thank all applicants for their interest, but only those shortlisted for the position will be contacted.