

# The Cataraqui Golf and Country Club, Limited

## Accounting and Human Resource Management Assistant

### **Reports To**

Finance and Administrative Officer

### **Job Summary**

The Accounting and Human Resource Management Assistant will provide support to the Finance and Administrative Officer to direct and fulfill the financial and administrative needs of the Club. While the Accounting and Human Resource Management Assistant will take direction from the Finance and Administrative Officer, the Job Duties related to this position will in some part relate to the specific administration of Club departments and in so doing will provide much needed support to all departmental managers of the Club. The Accounting and Human Resource Management Assistant must possess a degree in business, finance, accounting, or a related field. Primary responsibilities will be to assist in the administration of the Club's human resource management system and to assist in administering the financial matters of the Club.

### **Competencies**

- Accountability
- Attention to Detail
- Commitment to Health and Safety
- Communication
- Cooperation
- Cultural Sensitivity
- Judgement
- Organization
- Professionalism
- Resourcefulness
- Time Management Ownership
- Organization
- Problem Solving
- Professionalism

# The Cataraqui Golf and Country Club, Limited

## **Job Duties**

### **1) Human Resources Management**

- Responsible for bi-weekly payroll functions
- Act as co-chair of Health and Safety Committee
- Assist in maintaining accurate, up-to-date, and complete personnel records
- Assist in monitoring human resources related documentation to ensure accuracy, consistency, and relevance to business processes
- Assist in monitoring, developing and maintaining human resources policies and compensation and benefit programs
- Assist in communicating and educating managers and employees with respect to human resources policies and programs
- Assist management to ensure compliance with relevant employment and occupational health and safety legislation
- Draft memoranda, correspondence, policies, reports, proposals, job descriptions, and other employment documentation as requested
- Assist in the preparation and posting of notices and advertisements, and collect and screen applications as requested
- Assist with the orientation/onboarding of new hires and the training of employees
- Assist in the checking of prospective employee references
- Maintain human resources information and related records systems in compliance with applicable legislation
- As requested, conduct exit interviews with resigning employees to gain a more in-depth understanding as to why they are resigning
- Assist in processing bi-weekly payroll for all salaried and hourly employees, as well as commission and bonus payments
- Compile payroll data such as garnishments, vacation time, insurance and other deductions
- Assist in preparation and disbursement of payroll related deductions according to legislated schedules and/or best practices
- Assist in accurate processing of sick pay, benefits and vacation payouts

### **2) Accounting/Finance**

- Maintain all functions of Accounts Payable
- Assist in the maintenance of an accurate and complete trail of supporting documentation for all activities
- Act as the first line contact with vendors regarding obtaining credit, billing and payments
- Assist in day-to-day accounting activities as required
- Assist in preparation of financial reports for various Club Committees
- Maintain a thorough and progressive understanding of Club's accounting/ membership software
- Assist with month-end financial duties and reporting, including recording of all business transactions, processing of accruals and adjustments, reconciling accounts and assisting with month-end inventory procedures

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## **Job Duties**

### **2) Accounting/Finance (continued)**

- Assist in maintaining year-end working papers and spreadsheets, and preparing for any internal or external audits or independent reviews being conducted
- Process unpaid invoices for payment in accordance with Club's approved procedures and on a timely basis so as to observe accepted payment terms and to receive maximum payment discounts
- Maintain a high level of confidentiality in all interactions
- Organize filing of all appropriate documents on a timely basis and in accordance with Club's approved procedures
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Maintain a professional appearance, demeanour, and attitude at all times

### **3) Administrative**

- Provide backup to Administrative staff and Managers as requested

## **Job Requirements**

- Degree or diploma in business, accounting, human resource management or a related field
- Experience in accounting and payroll software
- Ability to analyze and present numerical data in tables, spreadsheets, and forms
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Ability to read, understand, and calculate financial figures such as discounts, interest rates, proportions, percentages, and taxes
- Basic knowledge of accounting systems, budgets, and internal controls
- Meticulous with numbers
- Demonstrated time management skills
- Ability to prioritize and manage conflicting demands
- High level of integrity and excellent work ethic
- Ability to work individually as well as part of a team
- Strong knowledge of applicable employment and health and safety legislation
- Ability to read and interpret legislation
- Ability to effectively communicate both verbally and in writing
- Ability to interpret and implement company policies and procedures
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- Knowledge of and exposure to a range of human resources activities, including some of the following: recruitment, orientation, compensation and benefits, performance management, employee relations, and employee communications
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion

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## **Work Conditions**

- Interaction with membership, other employees and the public at large
- Extended periods of sitting
- Operation of desktop computer and peripherals
- Occasional overtime
- Occasional evening or weekend hours to accommodate month/year end activities
- Working in an office environment