



Job Opportunity: HR/Finance Specialist I

Are you a dynamic and motivated individual looking to boost your career in both Human Resources and Finance? Join our team as a **HR/Finance Specialist I** and embark on a unique journey where you can hone your skills in two crucial business functions. This position offers a perfect blend of HR and Finance responsibilities, providing an excellent learning ground for those eager to expand their knowledge and expertise.

Company Overview:

Stella's Circle is a leading community organization with a staff of over 100 employees and works with more than 1000 participants each year, providing housing, counselling, employment services.

Position Overview:

An integral member of our Administration team, you will be joining a dynamic staff group whose work is critical to supporting the operations of the organization. As an **HR /Finance Specialist I**, your adaptability will lend itself to completing diverse tasks in both the HR and Finance functions. This role offers the opportunity to learn about personnel management, financial record-keeping, and reporting, making it ideal for individuals who are eager to broaden their skill set.

Key Responsibilities:

Human Resources:

- Assist in the recruitment process by developing and posting job listings, reviewing resumes, and coordinating and conducting interviews.
- Support onboarding and offboarding procedures, ensuring a seamless experience for new hires and departing employees.
- Help maintain employee records and databases, ensuring accuracy and confidentiality.
- Participate in HR initiatives and projects related to employee engagement, training, and development.

Finance:

- Collaborate with the finance team to handle regular accounting transactions, such as bank reconciliations, AR invoice processing, donations processing, and daily café settlements.
- Assist in tracking financial transactions and maintaining accurate financial records.
- Contribute to the preparation of ad hoc financial reports.

Qualifications:

- A three-year diploma in Human Resources, Finance, Accounting, Business or related field. Equivalent combination of education, training and experience will be considered.
- At least two years of experience in a finance or human resource role.
- The following would be considered valuable, but are not mandatory:
 - Experience with Sage 300.
 - Experience with ADP Workforce Now, including payroll processing.
 - Prior experience in the community sector or a not-for-profit/registered charity.
- Strong interest in pursuing a career that combines HR and Finance aspects.
- Excellent organizational skills and attention to detail.
- Effective communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) with stronger than average skills in Excel.
- Ability to work collaboratively in a team-oriented environment.
- Eagerness to learn and take on new challenges.
- Criminal Record Check and Vulnerable Sector Check.
- Enhanced Reliability status with the Public Services and Procurement Canada.

The Details:

This is a full-time position. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation in addition to a flexible work environment.

If you are a proactive individual with a passion for both Human Resources and Finance looking to work in a fast-paced environment, we would love to hear from you.

Please send cover letter and resume by October 6th to:

Human Resources Specialist
Stella's Circle
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is an award-winning, nationally celebrated community organization with a mission to transform lives through Real Homes, Real Help and Real Work. As a social justice organization, its housing, counselling and employment programs are rooted in recovery and inclusion. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals, and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.