



Position: Finance/HR Assistant (Permanent Part Time 15 Hours/Week)
Program: Administration

The Canadian Mental Health Association of Central Alberta is part of a national charitable organization with a vision of mentally healthy people in a healthy society. We provide a variety of programs to help encourage mental health in our community. We are looking for the right individual to grow our Finance Team. This is a developing position and duties may change depending on the expanding needs of the agency.

The scope of work and responsibilities include, but are not limited to the following:

- Provide support to the Finance Manager
- Respond to requests from staff and vendors regarding accounts payable transactions; prepare cheque requests as needed; assist with cheque runs
- Payroll assistance
- Preparation of donation receipts and thank you letters
- Assists with human resources activities to include posting position, coordinating orientation and training and tracking evaluation and eligibility dates.
- Maintain all organization insurance coverage
- Occupational Health and Safety oversight
- Other duties and committee work as assigned

Desired qualifications and skills include:

- Business administration diploma (or equivalent experience)
- One to two years of related administrative experience
- Proficiency with Sage 50
- Strong computer literacy including effective working skills of Microsoft Word and Excel
- Strong written and verbal communication skills
- Professional manner and strong ethical code
- Ability to multitask and remain motivated and positive.
- Comfortable and competent in working collaboratively within a large dynamic team

CMHA offers a competitive salary and opportunities for advancement.

If you are passionate about supporting mental health needs in a creative and dynamic environment submit your resume to: jobs@reddeer.cmha.ab.ca.

Please quote the job code

Finance/HR in the subject line of your email and cover letter.

Closing Date: August 9, 2019 or until a suitable candidate is found.

*** *Only those candidates selected for an interview will be contacted. No phone calls please.* ***