

FULL-TIME MANAGER OF ACCOUNTING AND HUMAN RESOURCES – Edmonton, AB

MpowR provides supports to organizations and individuals in the Human Services Sector. As a non-profit charitable organization, we pride ourselves on delivering our services with integrity and a high standard of quality. We provide third-party administrative support, accounting, IT, human resources, including casual staffing, professional development, clinical services and property maintenance to empower organizations to run at peak efficiency.

Position overview: Under the supervision of the Director of Accounting and Human Resources, the Manager is responsible for the smooth operation of Accounting and HR, including direct supervision, leadership and training of Accounting and HR employees.

Responsibilities:

- Oversee full Accounting and HR cycles;
- Respond to internal and external Accounting and HR related enquiries in a professional and timely manner;
- Ensure compliance with current Employment Standards, HR principles, and the organization's practices and policies;
- Advise the organization of any new, or changes to existing, relevant legislation;
- Review and update Accounting and HR procedures to reflect changes in the organization;
- Ensure that all internal audit controls are maintained and make recommendations for modifications as required;
- Monitor and advise on guideline changes to government subsidy programs;
- Complete monthly procedures, track and compile monthly reports accurately, and within required timelines;
- Coordinate employee group benefits and R.R.S.P. enrollment;
- Perform related clerical, technical, administrative, office and other duties as assigned.

Qualifications/Experience:

- A completed post-secondary diploma/degree in Accounting with 5 years of experience in all areas of accounting is required;
- Preference will be given to candidates with managerial experience;
- Knowledge of human resource functions, including talent acquisition, employee relations, record management, performance management, compensation and benefits, change management, and conflict resolution;
- Detail-oriented, analytically driven, well organized and the ability to navigate the unknown and identify practical solutions;
- Strong computer skills, particularly MS Office (Word, Excel, Outlook), and experience with databases (i.e. Sage, FileMaker Pro);
- Ability to handle multiple deadlines and work in high-pressure situations;
- Excellent interpersonal, communication and conflict resolution skills with a focus on customer service;
- Strong understanding of Alberta Employment Standards, Human Rights, and WCB legislation will be beneficial;
- Expectation of integrity with the ability to maintain confidentiality and manage highly sensitive information;
- Experience in the non-profit, charitable sector would be an asset;
- A current, clear Police Information Check and Intervention Record Check.

Salary & Benefits: Salary range: \$68,000.00 - \$82,000.00 (salary commensurate with experience). 4-weeks vacation accrual to start with an additional week added after 2 years. We also provide full-time employees with a 100% employer-paid health benefits package (which includes vision, dental and prescription drug coverage, massage therapy, etc.) and a 100% employer-paid R.R.S.P. equaling 5% of annual salary. We also offer free access to in-house courses and workshops for all of our employees.

Closing date: Open until a suitable candidate is found.

Our values are *integrity, innovation, collaboration, empowerment, customer service* and *accountability*. If you meet the above criteria, hold similar values and are looking to join a dynamic team that works hard to empower organizations to run at peak efficiency, please submit your resume and cover letter to opportunities@mpowrsupports.org.

MPOWR is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all cultures and backgrounds; all qualified candidates are encouraged to apply.

We thank all applicants for their interest; however, only those applicants under consideration will be contacted.