



Victoria Chinatown Care Society

域多利華埠療養院董事局

555 Herald St. Victoria Bc V8W 1S5
Phone: (250) 381-4322 Fax: (250)920-0318
www.victoriachinatowncare.ca



VICTORIA CHINATOWN CARE CENTRE JOB DESCRIPTION

POSITION TITLE: Human Resources and Finance Coordinator
REPORTS TO: Care Centre Director
APPROVED BY: VCCS Executive **REVISION DATE:** September 15, 2023

JOB SUMMARY

Reporting to the Care Centre Director, the Human Resources (HR) and Finance Coordinator ensures that the Human Resources and Finance functions support the operational needs, goals and objectives of Victoria Chinatown Care Society.

The HR/Finance Coordinator is responsible for payroll, staff scheduling, leave and benefits administration, petty cash, trust accounts and billing.

DUTIES AND ACCOUNTABILITES

1. Perform and Manage the Full Payroll Cycle

- Process employee data, pay, leave, benefits and related records using Comvida payroll eventually, currently Humi.
- Ensure transactions are processed according to federal and provincial legislation, policies and procedures; Excluded Terms and Conditions of Employment and the Collective Agreements;
- Prepare bi-weekly payroll account reconciliations for journal entries;
- Prepare and distribute T4's, and various other employee reports;
- Produce various year end reports including Annual Pension report;
- Respond to queries regarding pay;
- Produce Records of Employment and respond to employee and government enquiries;
- Identify and track retirement allowance and associated paid time off prior to retirement; and
- Identify receivables such as union leave, benefits recoveries and Worksafe BC.



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2. Manage Labour Budget, Benefits and Leaves

- Develop and track labour budget;
- Track and reconcile vacation, compensatory time off, earned time off, sick time etc.;
- Administer group insurance and pension programs – new enrolments, coverage of salary modifications, terminations and claims related problem resolution;
- Administer, calculate and reconcile benefit entitlements;
- Act as liaison between benefits providers and employees; and
- Ensure taxable benefit amounts are calculated in accordance with CRA rules and regulations and policy and that they are accurately processed.

3. Manage Scheduling Services

- Prepare annual schedules and post for regular staff;
- Ensure that relief staff are scheduled, within the terms of the collective agreements, to replace regular staff who are absent from work;
- Ensure staff compliance with policies and procedures relating to calling in to report an absence, call-out process and attendance management processes;
- Schedule and monitor employees on graduated return to work plans; and
- Resolve confidential issues pertaining to payroll, leaves, and benefits administration, and provides recommendations for matters that need to be addressed in labour negotiations.

4. Finance

- Perform monthly banking duties including deposits and petty cash;
- Responsible for maintaining and reconciling petty cash account and distribution of petty cash when necessary. Completes monthly statement;
- Prepare invoices for the Adult Day Care Program, collects, balances and prepares monthly statement;
- Monitor and balance Resident Comfort Accounts;
- Process deposits and withdrawals and notifies financial contacts when account requires replenishment;
- Process Resident rent withdrawal monthly, prepares annual rent receipt;
- Prepare invoices for Island Health for Extraordinary Funding Requests;
- Responsible for HSCIS (Health Sector Compensation Information System); and
- Monitor housekeeping and office supplies and orders as required.



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5. Labour Relations

- Act as Employer representative on the Joint Occupational Health and Safety Committee;
- Negotiate Essential Service levels with union, and act as Strike Coordinator;
- Assist the Administrator to develop and implement policies and practices as they relate to pay and benefits, and other related projects;
- Participate in hiring, disciplinary, and terminations decisions as required; and
- Perform other related duties as required.

QUALIFICATIONS

1. Education Training and Experience

- Minimum 2-year post-secondary education in a recognized business program;
- Minimum five years' experience administering payroll and scheduling function in a unionized environment;
- Experience in benefits administration; and
- Experience in Pension Administration.

2. Knowledge, Skills and Abilities

- Skilled at using software systems for payroll processing and generating reports;
- Skilled in development and use of Excel spreadsheets for various tracking purposes, and proficient in Microsoft Office, Word, Excel and Outlook;
- Strong working knowledge of Employment Standards legislation and regulations;
- Knowledge and understanding of Facilities and Nurses Collective Agreements;
- Ability to take initiative and work independently;
- Excellent interpersonal skills and the ability to communicate effectively both orally and in writing;
- Strong organizational skills along with ability to prioritize and maintain schedules;
- Strong customer services attitude with ability to maintain co-operative relationships at all levels;
- Strong analytical and problem-solving abilities – able to quickly identify and resolve discrepancies;



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- Ability to exercise tact and confidentiality; and
- Ability to work in a changing environment under strict time constraints.

To apply, please provide a current C. V. and cover letter .

Applications can be submitted by email to :

VCCS, President
Victoria Chinatown Care Society
president@vccsociety.ca

*All applications should receive a confirmation email to confirm receipt of applications.

Closing date: Open until filled.

References will be required after an interview