



Immigrant and Refugee  
Community Organization of Manitoba

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## **HUMAN RESOURCES AND BOOKKEEPING ASSISTANT – Permanent, Part-Time (20 Hours/week) Position**

### **WHAT IRCOM OFFERS:**

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

### **CANDIDATE PROFILE:** The Human Resources and Bookkeeping Assistant is:

- experienced in general Human Resource and Bookkeeping functions.
- highly skilled at communicating in person, via email, phone, and with writing documents
- an accomplished and flexible multi-tasker, able to prioritize tasks amid competing demands
- an individual who enjoys and excels at customer service
- skilled in using Microsoft Office, HR and finance data management systems
- a continuous learner, committed to excellence in teamwork

### **POSITION PURPOSE AND SUMMARY:**

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the **Human Resources and Bookkeeping Assistant (HRBA)** provides support to IRCOM staff by providing administrative support to HR and Bookkeeping staff and the leadership team as a whole.

The **HRBA** will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the support and supervision of the Director of Human Resources, Housing and Operations (DHRHO), the HRBA will fulfill the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Human Resources Support (60%)**

- Provide clerical and administrative support to the DHRHO
- Compile, maintain and update employee records (hard and soft copies) and filing system
- Process documentation and prepare reports relating to staffing activities
- Research, draft and update policies, procedures and forms
- Assist with employee requests- and personnel enquiries
- Coordinate communication with potential candidates and schedule interviews. Screen telephone calls and conduct research to locate potential job candidates.
- Conduct initial orientation to new/rehired employees.
- Post job ads and do initial screening of applicants
- Enter all training documents into the training and payroll systems.
- Educate new and rehired employees on HR policies, procedures, and regulations
- Monitor the HR email account and share information as required

#### **Bookkeeping Support (30%)**

- Assist in checking Timesheets for staff
- Receive invoices and verify that transactions comply with financial policies, procedures and controls
- Check all payment requisition against accompanying documents and report deviations if any
- Flag and report invoices or payment request discrepancies and ineligible expenses
- Provide clerical and administrative support to the finance team
- Assist in process and reconcile corporate credit cards in timely manner
- Assist the Bookkeeper in filling and documentation
- Assist the finance team in preparing financial reports financial related tasks

#### **Team and Inter-departmental Support (10%)**

- Assist leadership team with HR tasks as required

- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned

## REQUIRED QUALIFICATIONS

- 2 years recent experience in a Human Resources field required, preferably in a unionized environment
- Successful completion of a recognized Human Resources Management certificate program.
- 1 year general bookkeeping experience
- 1 year experience drafting and updating organizational policies and procedures
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Proven ability to maintain strict confidentiality
- Superior interpersonal and intercultural communication skills, attitude and experience
- Meticulous organizational skills and the ability to prioritize work amid competing demands
- Demonstrated experience working in a very fast paced, multi-tasking program environment
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Demonstrated proficiency in the use of MS Office (Word, Excel and Outlook)
- Demonstrated proficiency with Human Resource information management systems
- Prior experience working in a unionized and not for profit environments
- Physical and mental health to fulfill the responsibilities of the position.
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Proof of full COVID-19 immunization upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

## DESIRED QUALIFICATIONS

- Experience using Payworks
- Experience using SAGE 50

**Hours of work:** This is a permanent, part-time, 20 hours per week position. The primary work schedule will be during regular office hours (9:00 am to 5:00 pm), Monday to Friday at either the Isabel or Ellen or location.

**WAGE:** \$21.46/Hour

**BENEFITS:** Group Insurance Plan with extended health, dental, life and AD&D insurance  
Paid sick and discretionary days  
Professional development opportunities  
Collaborative, family-friendly and supportive working environment

**Application Information and Process:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee  
95 Ellen Street  
Winnipeg, Manitoba R3A 1S8  
Email: [hr@ircom.ca](mailto:hr@ircom.ca)  
Fax: 204-943-4810

**Review of applications will begin at 12 pm noon on Monday, September 25 and will continue until the position has been filled**

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.