



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

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## **EMPLOYMENT OPPORTUNITY**

**Internal and External Competition**

### **Finance and Human Resource Administrator**

Permanent, Part-Time (50%) Excluded Position

**Salary:**

**Level 15 Excluded**

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

**CLOSING DATE – Wednesday, October 9, 2024**

Please submit resumes and letters of application to  
Charity Hogan, Chief Operating Officer  
chogan@irac.pe.ca



	<b>Part Time (50%) Finance and Human Resources Administrator</b>
<b>Job Title:</b> Finance and Human Resources Administrator	<b>Appointment Date:</b>
<b>Incumbent:</b>	<b>Bilingual:</b> N/A
<b>Reports To:</b> Executive Committee	<b>Level:</b> Level 15, Excluded Salary Range: \$31.16 – \$38.97 per hour

## Purpose of the Position

This position provides a wide range of administrative, financial, and human resource services to the Island Regulatory and Appeals Commission. This position has responsibility for accounting and analytical functions including administration of a computerized payroll and accounting system. A high degree of accuracy and skill in time management, organization and interpersonal abilities are required for this position.

## Primary Duties

### Finance and HR Administration (50% position)

- Preparing and entering employee data in computerized payroll and accounting system for all employees;
- Reviewing employee documents for completeness;
- Running various reports to verify entry accuracy;
- Maintaining confidential personnel files and employee records;
- Responding to employee questions or concerns in relation to pay and human resources;
- Maintaining accurate financial records of the Commission, including but not limited to recording receivables and payables;
- Assisting in budget and audit preparations;
- Create and analyze monthly financial statements and reconciling accounts on a monthly basis;
- Maintaining and operating computerized payroll system including all benefit plans, reconciliation of employee deductions and timely and accurate payment of payroll deductions to appropriate organizations and in accordance with applicable legislation;
- Produce, balance and issue T-4, T4A and Records of Employment and pension adjustment records, as required, to employees and Canada Revenue Agency;
- Administer the Collective Agreement on behalf of the Commission including deferred salary plans and leaves of absences;
- Represent the Commission at external meetings, as required;

- Such other duties as may be assigned to meet organizational needs. Specific statements of responsibilities not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Minimum Qualifications**

- Successful completion of a post-secondary program in a related field (Office Studies or Business Administration);
- Considerable book keeping or accounting experience in an office environment;
- Proficient in the use of spreadsheet and word processor software applications;
- **Demonstrated equivalencies will be considered;**
- Demonstrated organization skills and the ability to multi-task and meet deadlines;
- Excellent communication skills along with the ability to respect and maintain confidentiality.

### **Other Qualifications**

- Additional relevant education and experience will be considered an asset.
- Experience with SAGE50 would be an asset.