

EMPLOYMENT OPPORTUNITY

Administrative/Accounting Assistant (Casual)

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.

WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 20,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at hsabc.org.

WHAT WE ARE LOOKING FOR

HSA is looking for a casual Administrative/Accounting Assistant in the Operations Department at its office in New Westminster, British Columbia. The position provides administrative and support services to one or more departments as assigned by the Office and Facility Manager.

This position requires work to be done in person and is expected to be 100% on site on a call-in or pre-scheduled basis, as needed.

DUTIES AND RESPONSIBILITIES

Administrative Support:

- Comply with PIPA requirements.
- Provide relief at Reception, including:
 - Monitor security cameras and entranceway to allow only expected visitors to enter building. Report any security concerns to the Office and Facility Manager.
 - Greet visitors and ensure they are signed in, appropriately tagged, and signed out.
 - Answer and process telephone calls in a courteous, positive, and professional manner.
 - Enter staff's working status on the sign-in sheet and on the InfoWeb's In/Out board. Update list of absent staff daily and send to corresponding supervisor at month-end.
 - Process and distribute incoming mail and faxes.
 - Process outgoing mail, ensuring appropriate postage is applied.

- Ship packages, including those for which Administrative Assistants have made courier arrangements.
 - Tabulate and route incoming cheques.
 - Ensure reception area is kept neat and tidy.
 - Assemble materials, copy and/or scan documents, format Word documents, and perform other assignments made by Office and Facility Manager.
- Route time-sensitive messages, correspondence, and faxes on a priority, timely basis.
 - Create, format, proofread, and deliver complex and detailed digital documents, as assigned.
 - Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and directions, and anticipate related requirements.
 - Scan documents in accordance with HSA Records procedures, as assigned.
 - In accordance with the HSA Records system and procedures, cull files, records-classify files, recall files from storage, and maintain records and reference materials for team members, as assigned.
 - Work collaboratively with team members and share own expertise on administrative assistant practice.
 - Make meeting room arrangements, including booking, catering, setting up the room, and tidying the room for next users, as assigned.
 - Prepare agendas and take minutes or verbatim record of meetings, as assigned.
 - Order supplies and unpack shipments, as assigned.
 - Flag competing demands and recommend alternate solutions to Office and Facility Manager.
 - Identify areas of practice and process improvements to Office and Facility Manager.
 - Assemble Books of Authorities and Books of Documents, as assigned.
 - Other related duties as assigned.
 - Receive and deposit incoming cheques and receipts for bank deposit.

Accounting Support:

- Assist in processing vendor invoices, Board member and member expense claims in accordance with HSA policy.
- Assist in processing Staff Expense claims in accordance with HSA policy.
- Assist in processing Visa Expense transactions per card holder.
- Assist in processing WE Travel monthly transactions and reconcile to credit card transactions.
- Communicate with suppliers, staff, Directors, and members, as required.
- Assist with other accounting duties, as assigned.

QUALIFICATIONS & REQUIREMENTS

- Successful secondary school completion supplemented by basic accounting courses plus office administration or secretarial training.
- Minimum of five years of related experience in a medium to large-sized organization is preferred.
- Or an equivalent combination of education, training, and experience.
- Demonstrated advanced word processing skills with MS Word.
- Demonstrated basic Excel skills and other MS Office applications, Sage 300 would be a plus.
- Demonstrated ability to create, format, and proofread complex documents and basic spreadsheets.
- Commitment to equity, diversity, decolonization and inclusion.
- Excellent organizational skills and attention to detail.
- Excellent oral and written English communication skills, including professional telephone etiquette.

- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member.
- Ability to take minutes of meetings, including accurate recording of key concept discussions and action items.
- Ability to take direction and to work independently and conscientiously with minimal supervision.
- Ability to anticipate needs and take preliminary actions.
- Ability to adapt to new technology and processes by acquiring new knowledge and developing additional skills and abilities.
- Ability to maintain calm and professional manner under challenging circumstances, such as when interacting with difficult people.

This competition requires the candidate to complete the following test(s):

- Accounts Payable Written Assessment
- Letter Composition Exercise
- MS Office 365 (Outlook, Excel, and Word) Online Test

Salary Range: \$33.74 to \$39.61 hourly plus payment in lieu of health and welfare benefits, vacation, and statutory holidays. Most new hires are initially placed at the starting salary with set progressions to the maximum.

HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to hr@hsabc.org, referencing posting number **OPS-AA-C1024** and position title in the subject line.

Closing Date: November 10, 2024

No phone calls please.

We thank all applicants for their interest and advise that only those shortlisted will be contacted.