

Administrative Assistant Position

Qu'Appelle House Seniors Care Home

This position is in a long-term care home. The successful applicant is expected to work onsite and to follow the requirement of wearing a mask at work at all time, stay in safe social distance, practice all infection prevention and control protocols to keep the residents and co-workers in the care home safe. This position is extremely rewarding as it will make impacts on the wellbeing of seniors and the long-term care.

COVID-19 considerations:

The care home has a set of thorough COVID protocols. All employees are expected to follow the protocols.

About the Organization

Qu'Appelle House is a Seniors Care Home governed by the Anglican Diocese of Qu'Appelle and is affiliated with the SHA, providing 34 Long Term Care beds and 21 Independent living suites for seniors, Qu'Appelle House prides itself on providing a safe, caring, comfortable, secure, home for seniors.

Job Summary

The Administrative Assistant will report to the administrator who will be responsible for performing various accounting and administrative duties.

This position works independently to complete the assigned duties within the senior care system.

Key Duties and Responsibilities

- Performs full cycle accounting activities, including resident user fee accounts, resident trust account, accounts payable, donations, petty cash, banking, general ledger, monthly bank and donation reconciliations, etc.
- Maintains accounting files and documentation thoroughly and accurately
- Assists in monthly, quarterly and annual reconciliation and reporting as assigned
- Performs bi-weekly payroll processing, benefit maintenance and payroll-related reporting, maintain employee records.
- Prepares government/compliance reporting and remittances which may include GST, WCB, benefits, etc.
- Performs supportive administrative work as assigned

Qualifications

Education, Training and Experience

- Minimum grade 12 plus some education/experience in accounting
- Proficient in Excel, Word, all Microsoft Office applications and accounting related databases.
- Proficient in business writing and verbal communication

Skills, Abilities and Attributes

- Demonstrated superb ability in handling confidential information to the best and most strict professional standards
- Exceptional attention to detail, proven accuracy, organization skills and problem-solving skills.
- Demonstrated ability to learn quickly; being flexibility and willingness to perform a variety of support tasks.
- Demonstrated ability to prioritize, multi-task and excellent time management skills.
- Demonstrated ability to work with minimal supervision while also working effectively.
- Ability to adapt to changes with a constant positive attitude.
- Communication skills, ability to deal tactfully and effectively with residents, families and co-workers.

Salary: Depending on experience

Job Types: Full-time

Schedule: 8-hour shift, Monday to Friday

Apply by emailing Resume - Debbie.Deneve@saskhealthauthority.ca

Apply by: March 05, 2021