

HR/Payroll Accounting assistant

Category/Job Type: Administration part-time hourly, Reports to Controller

Job description

Responsible for several duties pertaining to the daily operational functions at the club and providing direct assistance to the controller as well as supporting other managers at the club with accounting / HR-Payroll needs. Responsibilities to include but is not limited to; Basic accounting assistance, HR knowledge, HR clerical duties, Payroll processing. Including as well is membership support and billing. An ideal candidate for the HR/Payroll Accounting assistant position holds an academic HR background. Familiarity with our industry is also an advantage. For this role, you should be able to work autonomously and assist in more complex HR duties, like posting job ads, coordinating interviews and contacting candidates. Ultimately, you should be able to ensure our HR department is organized and operates to attract, hire and maintain our employees.

Responsibilities – HR

- Assist with day to day operations of the HR functions and duties
- Handle all incoming employment applications and maintaining database/log of applicants.
- Assist in the reviewing and distribution of all applications to appropriate depts. Will help in the selection with managers to ensure smooth communication and prompt resolution of all queries.
- Will support daily HR activities and assist in coordinating HR policies, processes and relevant documents.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, safety osha requirements, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes when required
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Assist with medical benefit processing/open enrollment and questions
- Communicate with public services when necessary
- Assist with Dept. heads with new hires and termination. And all staff of any other HR related questions
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees

Responsibilities – Payroll/Accounting

- Perform all duties pertaining to the daily revenue reconciliation and all cash deposit activities including reconciling to JONAS, posting payments, cash receipts and credit card charges
- Assist in processing bi-monthly payroll from entry to closing
- Responsible for monitoring commission / gratuity and bonus payouts
- Responsible for bad debt calls and collection from members.
- Review membership applications for completeness and entering the billing data into JONAS.
- Assisting member needs.