

JOB DESCRIPTION	
JOB TITLE	HR & Finance Administrator
DEPARTMENT	HR/Finance
REPORTS TO	Corporate Director Finance, Welcony
RESPONSIBLE FOR	N/A
BUDGET RESPONSIBILITIES	N/A
<p>PURPOSE AND SCOPE OF THE JOB</p> <p><i>Please provide a brief couple of sentences summarising the purpose of the job and an outline of what you want the role to achieve.</i></p> <p>The HR & Finance Administrator is responsible for managing financial, human resource, and administrative functions across all divisions in the US and Canada. This includes assisting the Finance Director with conducting financial analysis and preparing financial reports; developing and maintaining an effective system of accounting; managing the payroll system and maintaining accurate financial records for audit. The position is also responsible for the day-to-day operations of Human Resources, which includes responsibilities in functional areas such as, employee relations, training and development, benefits, executive administration, and compensation. The position works in collaboration with other administrative team members.</p>	
<p>DUTIES AND KEY RESPONSIBILITIES</p> <p><i>Please provide a breakdown of tasks under the main areas of work.</i></p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • Performs general cost accounting and other related duties for the organization • Maintains the general ledger and prepares monthly journal entries • Reconciles bank accounts monthly, verifies deposits, and assists with intercompany funds transfers • Participates in special projects as requested by Corporate Finance Director (ERP implementation, Sales Tax Support) • Assist with management of commercial insurances. (General, Cyber, etc) • Review and maintain business registrations in the US • Calculate, review and send monthly commissions for TMS and EGI (US & Canada). • Review and prepare US payroll bi-weekly and semi-monthly • Prepare US and Canada monthly payroll entry and enter • Review and consolidate PNC Visa Enterprise Spend and input journal entry • Compile and prepare quarterly return to Canada and annual corporate return • Balance sheet reconciliations with discrepancy investigation and resolution • Assist with the annual statutory audits of “Magstim Inc.” and “Welcony Inc.” <p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements (US and Canada) • Prepare offer letters for new US based employees and work alongside the UK HR Preparation of Employment Agreements and supporting documentation • Ensure IT equipment is set for new US & Canada employees in collaboration with the IT department • Manage Justworks queries from Employees • Organise and support Managers with their recruitment activities 	

- Employee relations- including managing absence (authorising PTO requests), disciplinaries, grievances and ensuring sickness absences are recorded on JustWorks
- Coordinate the onboarding and training of new employees
- Ensure employees have completed required training e.g HIPAA, State specific training
- Ensure Managers complete annual performance development reviews
- Complete and return all Verification of Employment requests for US Employee (I9s, background checks, signed compensation agreements)

PERSON SPECIFICATION

SKILLS AND ABILITIES

In this section please list what skills and if applicable what qualifications the applicant would need to do the job.

Advanced Excel including pivot tables, formulas, able to work independently using their own initiative, able to communicate effectively and detail oriented.

EXPERIENCE

In this section please list what experience the person would need to do the job.

Five years of business experience required, experience in accounting and human resource functions required.

KNOWLEDGE

In this section please list what knowledge this person would need to do the job.

General understanding of accounting practices and principals. Working knowledge of Microsoft Suite and accounting software. General knowledge of external audit procedures. Knowledge of company accounting software. Working knowledge of benefit and retirement plans. Knowledge of current labor and OSHA regulations.

ATTITUDES AND BEHAVIOURS

In this section please list what attitudes and behaviours the person would need to do the job.

Enthusiastic, motivated, working to a high level of accuracy, approachable, dependable and trustworthy

HEALTH AND SAFETY

It is the duty of each employee to exercise reasonable care to safeguard their own health and wellbeing and that of others who may be affected by their acts or omissions.

Role specific hazards; -

- Display screen equipment
- Sitting for long periods of time

The Company reserves the right to amend this job description from time to time in line with the needs of the business.

To apply, please email resume and cover letter to:

Rhowells@welcony.com