



**ADAPTABILITIES**  
CREATING SUCCESS FOR LIFE

*AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.*

## Billing/ Human Resources Assistant

### Purpose

The HIA Human Resources Assistant is integral to successful service delivery at AdaptAbilities. The Billing/HR Assistant is responsible for supporting Human Resources with employee data management and the billing and collections of government funding related to summer camp. Reporting to the Finance Manager, the Billing/HR Assistant plays an important role in the fulfillment of AdaptAbilities core purpose, vision and core values.

### Key Functions

- Participate in the administration of HR and Finance
- Support Payroll with data entry of schedules into the payroll system
- Preparation, organization and submission of hourly funding invoices
- Collection and entry of accounts receivables payments and collections
- Generate and edit required employee related reports

### Qualifications

- High School, post-secondary an asset
- 1+ years of administration and/or finance/HR experience
- Experience working in a non-profit organization is an asset
- Strong oral and written communication skills
- Ability to interact effectively, and in a professional, tactful manner with stakeholders, employees and senior management
- Candidate must be an analytical thinker who is able to analyze, interpret, present and act upon data and trends
- Able to work in a fast paced environment, must be able to multi-task and comfortable working in teams
- Strong computer and database application skills and proficiency with spreadsheets

### Responsibilities

#### Invoice Process

- Create HIA invoices for all accounts receivables in financial management systems
- Revise invoices at week end to accurately reflect changes in service delivery
- Print report for invoices billed and ensure all invoices have been received and sent to funders
- Create reports of outstanding amounts
- Collection of outstanding fees
- Ensure electronic invoices are sent to participants and/or guardians
- Submit invoices to funders

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### Information Management

- Create employee files, ensuring they contain necessary materials
- Ensure all employee files are stored and updated in a timely manner
- Compile and submit reports as requested by the HR Manager
- Ensure documentation is complete including letter from employee or supervisor
- Deactivate and store previous employee files

### Working Conditions

This is a temporary, full time position at Head Office until August 30, 2019. Hours of work are Monday to Friday from 8:00 am to 4:30 pm.

**Application Deadline:** Until suitable candidate is found.

E-mail resume quoting position title in the subject line to: [employment@adaptabilities.ca](mailto:employment@adaptabilities.ca) or submit an online application form at [adaptabilities.ca](http://adaptabilities.ca)

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