



The Finance and Human Resources Specialist is a dual function role responsible for supporting a positive workplace culture and ensuring accuracy and compliance in financial and HR functions. An integral team member, you will have a commitment to diversity, equity and inclusion practices and the ability to work with marginalized communities.

The Finance and Human Resource Specialist is responsible for maintaining financial reporting, records, payroll and HR policies and procedures according to regulatory and best practice standards. You will work closely with management to support financial goals and HR functions such as recruitment, onboarding, policy review and employee relations.

The Finance and Human Resources Specialist is part of the leadership team and committed to fostering positive culture, strong partnerships, effective communication, and performance management principles that support the Vision, Mission, and values of the organization.

Key Roles and Responsibilities:

Accounting:

- Manage financial records, establish, maintain, and balance various accounts using manual and computerized bookkeeping systems.
- Prepare cheque requests ensuring adherence to accuracy and review processes.
- Post journal entries, reconcile accounts, prepare trial balance of books, maintain general ledgers, and prepare financial statements.
- Maintain employee payroll files, submit payroll, T4 Statements, ROE, and benefit submissions.
- Ensure compliance with tax regulations and coordinate year end financials with external auditors.
- Liaise with external interest holders to support accounts receivable to ensure donations are received in a timely manner.
- Prepare and file all government remittances, documents for grant writing including budgets and final reporting requirements, raffle licenses and reports.
- Attend finance committee meetings, annual general meetings and fundraising events as required.
- Remain current with changes to federal and provincial requirements.



- Communicate routinely with Management and Treasurer on finances and operations

Human Resources:

- Support recruitment processes, job postings, candidate screening and scheduling interviews.
- Support onboarding, new hire orientation and administration of employee benefits.
- Maintain and ensure confidentiality and accuracy of employee records.
- Assist in developing and implementing HR policies and procedures to foster a positive, inclusive, and diverse work environment.
- Foster a safe, welcoming environment by addressing employee inquiries, resolving workplace issues, and assisting the performance review process.
- Ensure compliance with Employment Standards, WorkSafe BC and other regulatory practices.

Qualifications and Experience

- Some post secondary education in Human Resources, Finance, Accounting or Business Administration or equivalent experience.
- Minimum 3-5 years' in a related role
- Experience using accounting softwares such as Ceridian, Dext, and QuickBooks and the Microsoft Office suite.
- Experience in recruitment, employee relations, benefits, and policy administration.
- Knowledge and understanding of HR and payroll systems, financial cycles and reporting, budget preparation and adherence to regulatory and other policy standards and requirements.
- Ability to research and stay current on Canadian accounting principles for not-for-profit organizations; experience working in not-for-profit sector an asset.

Conditions of employment

- Available to work evenings and weekends when required.
- Participate in professional development opportunities aligned with your role and responsibilities.
- Support other duties as required.



- Heavy lifting may be required.
- Obtain a criminal record check
- Report to the Executive Director

Job Type: Part-time, in person

- 15-21 hours per week may fluctuate according to workload and operational requirements.
- The position is in-person working at the COHA August Centre

Remuneration and Benefits

- Hourly wage between \$37.00 to \$42.00 per hour based on experience
- Extended health and dental benefits
- Matching RRSP contribution
- Three weeks' vacation
- Two weeks' sick time

How to Apply:

Applicants can submit a cover letter and resume addressed to Natasha Girard, Executive Director by Friday, April 25, 2025 by email only to resumes@hospicecoha.org. Successful applicants will be called for an interview.

About COHA

For over 43 years, the Central Okanagan Hospice Association (COHA) has provided programs and services in the Central Okanagan. COHA is committed to help individuals living with a life-limiting illness live life to the fullest until they die, and to help their loved ones be supported in their grief and healing. Grief and bereavement programs support people of all ages. Through the placement of compassionate trained volunteers COHA meets the unique needs of each person's journey through serious illness, end-of-life and bereavement. COHA's programs are delivered in many care settings with a focus on the whole-person care. We believe that there should be no financial barriers in receiving support during life's most vulnerable moments.