

## JOB DESCRIPTION

JOB TITLE:	Executive Assistant & Payroll Administrator
EMPLOYMENT TYPE:	Part Time, Indefinite
HOURS PER WEEK:	24
REPORTS TO:	Director of Operations

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### JOB OVERVIEW:

The Executive Assistant will provide knowledgeable and skilled administrative support to Riverwood's Senior Leadership team, with a focus on Operations and Neighbourhood Ministry. This will include primary responsibility for payroll processing, and assistance with record keeping, project monitoring, correspondence, and other administrative functions as required. This role will also provide primary backup to our Reception Desk during times when the Receptionist is not available.

### TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday, alternative working hours (evening + weekends) may be required periodically to meet the requirements of the position. Tuesdays will be a key work day, with flexibility for the rest of the week.

### KEY RESPONSIBILITIES:

#### HUMAN RESOURCES

- Employee Information Management
  - Maintain staff personnel files, ensuring they are up to date
  - Assist with the management of systems in place to coordinate staff absences including vacations and leaves
- Administer and maintain reporting requirements for staff benefits – e.g. Health Benefits, Pension Plan etc.
- Assist in the recruitment of new employees including managing job postings, screening resumes and scheduling interviews.
- Assist with the onboarding of new employees, ensuring all initial paperwork and training are completed.

#### PAYROLL

- Administer and maintain biweekly Payroll; ensure weekly timesheets are submitted accurately and in a timely manner.
- Ensure the timely implementation and accuracy of Year-End reporting, including T4 preparation and distribution.

#### EXECUTIVE ASSISTANT

- Administrative tasks including, but not limited to, data entry / file management, scheduling / calendar management, and managing expense reports.

- Draft correspondence, i.e. letters or emails.
- Monitor project progress, i.e. track data submission and follow up on missing information
- Assist with the planning and execution of various events (i.e. Neighbourhood Programming, AGM, staff training etc.).
- Other secretarial duties, as required.
- Back-up coverage of the Reception Desk as needed.

#### QUALIFICATIONS:

- Minimum 1 year experience in an Administrative Assistant or Human Resource role required.
- Strong interpersonal and organizational skills essential.
- Strong computer skills with the ability to learn new software in an Apple environment.
- Must be proficient in Microsoft Office (Excel, Word) and Google Workspace.
- Ability to problem-solve and take initiative where/when needed.
- Must possess high level of integrity and ability to maintain strict confidentiality.
- Post-secondary education or other training would be an asset.

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#### OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. It is also expected that every staff member makes every attempt to be involved in the full life of the church, attending church services, and church functions.

*DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*