BLUE THUNDERBIRD FAMILY CARE INC.

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INTERNAL/EXTERNAL JOB POSTING

Position: Finance & Human Resources Support
Department: Finance and Human Resources
Reports To: Neal Black
Employment Type: Full-time
Salary: $24/hr

Position Summary

The Finance & H.R Support provides administrative support to the Finance and H.R functions of the organization. This position is responsible for payroll processing, cheque preparation, program receipt reconciliation, financial recordkeeping, employee onboarding, and maintaining accurate employee information within the Payworks online payroll system.

The ideal candidate is organized, detail-oriented, and able to maintain confidentiality while handling financial and employee records.

Finance Duties

- Process payroll using the Payworks online payroll system.
- Prepare and write cheques as required.
- Reconcile program receipts and ensure transactions are accurately recorded.
- Review, organize, and maintain financial documents and supporting records.
- Perform filing and maintain accurate electronic and paper filing systems.
- Assist with general bookkeeping and other financial administrative duties as required.
- Identify and report discrepancies in payroll, receipts, or financial documentation to the appropriate supervisor.
- Maintain confidentiality of financial information and records.

Human Resources Duties

- Assist with onboarding new employees and setting up employee profiles in the Payworks system.
- Enter, update, and maintain accurate employee information in Payworks.
- Ensure employee records and payroll information are complete and up to date.
- Assist with collecting and organizing new employee paperwork and required documentation.
- Maintain confidential employee files and HR records.
- Provide administrative support for employee information updates and other HR-related tasks as required.

General Administrative Duties

- Provide general administrative support to the Finance and Human Resources departments.
- Maintain organized records and ensure documentation is filed appropriately.
- Communicate with staff and management regarding payroll and employee information as needed.
- Perform other related duties as assigned.

Qualifications and Skills

- Experience in administrative support, finance, payroll, bookkeeping, or human resources is an asset.
- Experience using online payroll systems, particularly Payworks, is preferred.
- Strong attention to detail and accuracy.
- Good organizational, time-management, and recordkeeping skills.
- Basic knowledge of payroll and financial administrative processes.
- Knowledge of Microsoft Office, including Excel and Word, is an asset. Training will be provided to the successful candidate.
- Ability to handle confidential information with discretion and professionalism.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.

Personal Attributes

- Reliable, professional, and dependable.
- Organized and able to manage multiple tasks.
- Committed to accuracy and maintaining confidentiality.
- Willing to learn new systems and procedures.
- Demonstrates a positive and cooperative approach to supporting staff and management.

Posting Date: October 26, 2026 **Closing Date:** November 9, 2026

Please direct your resume including cover letter and current criminal record check with vulnerable sector search from the WPS to hr@bluetfc.com **Subject:** Finance/H.R Support

Employment equity is a factor in selection. Preference will be given to persons of Indigenous heritage.