



**RENFREW COUNTY AND DISTRICT HEALTH UNIT  
EMPLOYMENT OPPORTUNITY  
FINANCE and HUMAN RESOURCES ASSOCIATE**

**Competition #FHRA 24-11 (Permanent, Full time)**

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The Renfrew County and District Health Unit (RCDHU) is seeking one (1) Finance and Human Resources Associate (FHRA). This is a permanent, full-time position in the Corporate Services Department.

**General Duties:** Reporting to the Director, Corporate Services, the Finance and Human Resources Associate will assist the Corporate Services Team with a wide range of accounting, payroll, human resources, and administrative duties while maintaining a high degree of confidentiality and discretion.

**Responsibilities:** Fulfill a variety of accounting duties including periodic accounting entries, expense tracking, accounts receivable, cash receipts and collections, validate invoices and account codes, and calculate payroll remittances;

Maintain employee benefit and pension information, collaborate with staff and plan providers to understand and monitor current benefit packages;

Provide general human resources related assistance with time/payroll reporting, leave requests, attendance management and day-to-day requests;

Provide support for recruitment and selection of employees, assist with employment advertisements, interviews, orientation, onboarding and training, and WSIB reporting; and

Other duties as assigned.

**Qualifications:** Post-secondary human resources, payroll/benefits administration, or business/finance administration;

Minimum 3 years experience in various aspects of human resources and/or finance;

Familiarity with, and the ability to interpret and apply the Ontario Employment Standards Act, Workplace Health & Safety legislation, Ontario Human Rights Code, Labour Relations Board, collective agreements and any other relevant legislation;

Accurate with strong attention to detail;

A positive and energetic individual who is flexible and enjoys a variety of assignments;

Demonstrated discretion and sound judgement;

Intermediate software skills (Office 365 with a focus on Excel, and Sage 300);

Outstanding communication skills;

Demonstrated ability to work collaboratively as part of a multi-disciplinary team and foster relationships;

Satisfactory Criminal Reference Check; and

Fully vaccinated against COVID-19 (proof required).

**Location:** Pembroke Office

**Annual Salary:** \$53,117.00 to \$61,015.00, plus a comprehensive benefits package

**Posted Date:** August 23, 2024

**Closing Date:** Posted until all requirements are fulfilled

Please send your cover letter and resume, stating **Competition #FHRA 24-11** to:  
Renfrew County and District Health Unit, Corporate Services  
141 Lake Street  
Pembroke, ON K8A 5L8  
EMAIL: [jobs@rcdhu.com](mailto:jobs@rcdhu.com)  
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. **No telephone calls please.**

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