



Digital Accounting & Human Resources Coordinator

The Novamen Experience:

When you start with Novamen, you are part of a successful Alberta based business with a history of serving Western Canada over the last decade. We treasure our people and ensure to build a work environment which promotes their professional and personal development goals, and provides coaching to help them succeed in their business career. Most of our staff have been with us for the long-term because we value and invest in the development of our people. You will have constant new challenges and products to bring to market as a team, this ensures the day is never boring and is always exciting with a rush of new opportunities to grow. We see our staff as family and celebrate life's milestones together in a big way especially on Birthdays and Holidays. When you join our team, you can expect the intention to serve our clients seamlessly and encourage everyone we work with to give back to our community in every way. We all grow together and our hope is we can grow side by side with you for years to come.

Digital Accounting Responsibilities:

The ideal candidate for this position is detail oriented, critical thinking, positive, and collaborative individual with a passion for numbers and company structure. The successful candidate is keen to continuously learn new software, develop systems to enhance efficiency and can work independently and within a team.

The ideal candidate will be responsible for:

- Digital Accounting System Optimization on QuickBooks Enterprise
- New Financial Technology Research for Business Efficiencies
- Financial Reporting Systems & Support
- Accounts Receivable Systems & Support
- Accounts Payable Systems & Support
- Payroll Systems & Support
- Government Accounting Process & Interaction

Human Resources & Team Engagement Coordinator Responsibilities:

The ideal candidate for this position brings a can-do, positive, problem solving, and organized attitude with a mindset for constant learning. The successful candidate will bring a positive yet calm demeanor to the business and naturally be able to handle varying personality types as the role will constantly be handling employee issues with the goal of increasing employee engagement & happiness.

The ideal candidate will be responsible for:

- Human Resources Management Support
- Talent Acquisition Systems & Support
- Talent Development Processes
- Employee Relations Development
- Manage IT Access (Ammo-Box - web-based collaborative platform)

Digital Tools:

- QuickBooks Enterprise
- MS Office Suite
- Receptionist Application
- Ammo-Box (web-based collaborative platform)

Requirements:

- Post Secondary Education in Business, Accounting, Human Resources or Office Administration
- Basic knowledge of Accounting Principles, and MS Office Suite, including Excel
- Hard Working, Gritty, Results-Driven

Please note our organization welcomes diversity (people of all ages, backgrounds, races, genders, or sexual orientations), this specific position is sponsored by a government grant and successful candidates must be:

- 30 years of age or younger
- Canadian, a permanent resident of Canada, or a refugee residing in Canada
- Must have post-secondary education

Job Types: Full-time

Pay: \$42,000 - \$50,000 per year

Interested candidates can apply by sending their resume to: hr@novemen.ca

This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.

For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>

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