



Title: Human Resources Specialist

Job Type: Full-Time

Do you imagine yourself in an organization where you honestly feel that you are making a difference; doing work that is interesting and challenging? Then you should consider a career at Wilkinson & Company LLP.

Our holistic approach fosters initiative, confidence and professional growth. As Eastern Ontario's leading regional accounting firm, we serve a broad range of industries and not-for-profit organizations providing our staff with extensive experience as well as interesting and challenging work.

Who We Are:

We offer a small firm feel with the opportunity for work-life balance yet our staff, resources, and technical knowledge could rival any national firm. Wilkinson & Company LLP continues to grow and prosper; we are leaders in our field and committed to service excellence. We work as a team, for the firm, our clients, and for each other

The Opportunity:

The ideal candidate must be comfortable performing a range of duties supporting the HR function in a team-oriented environment. The duties consist of recruitment, personnel policies, safety, training, employee relations, regulatory compliance and other HR programs. The Human Resources Specialist is expected to maximize the effectiveness of Wilkinson & Company LLP staff, and assure that their activities are well planned, coordinated and directed.

Reporting to the Chief Operations Officer (COO), you will be responsible for:

- Develops and establishes programs and processes that support the accomplishment of the office/firm's strategic goals which would include the preparation and analysis of reports and making recommendations of change where needed.
- Applies knowledge and experience in interpreting HR policies, procedures, benefits, and payroll, and provides counsel to firm members on the application of firm policies in accordance with employment legislation.
- Helps support Partners coaching and counseling' employees on performance management, including developing action plans, progressive disciplinary strategies, and terminations.
- Leads HR processes and projects, resulting in identifying best practices and operational process improvements.
- Proactively responds to employee relations issues by identifying problems and recommending solutions.
- Leads recruitment initiatives by implementing effective recruiting and hiring practices to attract and retain top talent and meet resourcing needs.
- Oversees the implementation of various HR programs (i.e., Performance Management Program, monthly reporting, various HRIS).

- Manages the full cycle of various employee programs such as new employee orientation, training, etc.
- Ensure process documentation for areas of responsibility is complete, accurate and maintained and current at all times.
- Produces the annual budgets and forecasts.
- Prepare ad-hoc reports for management as needed.
- Other duties as assigned.

What You'll Bring to the Role (Qualifications):

- 5+ years of relevant experience as a HR Generalist or equivalent.
- College Diploma or University Degree in Accounting/Human Resources Management.
- Professional Human Resources designation an asset.
- Solid understanding, knowledge and application of Human Resources Management policies, best practices, and employment legislation.
- Solid track record of building relationships, gaining deep industry knowledge and providing pro-active and responsive solutions to business needs.
- Possesses strong communication skills, presentation skills and proven ability to coach individuals.
- Experience working closely with internal clients on complex/sensitive issues and demonstrates discretion and ability to handle confidential and private information appropriately.
- Strong knowledge of Microsoft Office Suite; experience with HRIS an asset.

Salary to be remunerated based on experience.

We thank all applicants for your interest in working for Wilkinson & Company LLP. Only those applicants who have been selected for an interview will be contacted.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.