



## Employment Opportunity

<b>Position Title:</b> Payroll Clerk	<b>Position Number:</b> 2019-38
<b>Department:</b> Finance <b>Location:</b> 2723 Quadra Street	<b>Days/Hours of Work:</b> Monday-Friday, 37.5 hours per week
<b>Salary:</b> Commensurate with experience	<b>Posting Period:</b> Until filled
<b>Start Date:</b> As soon as possible <b>End Date:</b> Upon return of the incumbent	<b>Status:</b> Temporary, Full-Time <b>Union:</b> Exempt

### JOB SUMMARY:

We're looking for an energetic and dynamic individual to join our Payroll team to ensure that employees are paid accurately and on time, that they are properly enrolled in benefits programs, and that accurate employee records and audit trails are maintained.

Beacon Community Services (BCS) is an award-winning and accredited not-for-profit organization that helps people and improves lives through a range of programs and services including home support, employment services, thrift store and volunteer services, children's programs and residential care.

We offer the successful candidate a rewarding, stimulating professional environment, competitive salary and benefits, and the opportunity to support work that helps people and improves lives in a beautiful, internationally-renowned, small city known for its mild climate and the quality of its many cultural and outdoor activities.

This position must also ensure that responsibilities are performed with due regard to confidentiality and in accordance with applicable legislation, Collective Agreements, benefit plan provisions, and payroll policies and procedures.

### DUTIES AND RESPONSIBILITIES:

- Assist with semi-monthly hourly and salary payroll using Payworks payroll system and Procura Health Data Management system.
- Update payroll records for new hires, employee status changes, verifying timesheets, calculating overtime, terminations and ROE's.
- Process sick/special leave payments

- Assist with the preparation and completion of payroll reports including Receiver General Remittances, WCB and garnishments.
- Assist with year-end payroll including T4/T4A slips and annual audit Reports.
- Promptly respond to payroll and benefit inquiries.
- Support employees and managers by providing guidance on Collective Agreements, our Policy and Procedure Manual and Employment Standards Act.
- Support other members of the Finance team as required.

#### **QUALIFICATIONS/REQUIREMENTS:**

- The ideal candidate will have at least 2-3 years of Canadian payroll and/or accounting experience, and have a completed payroll certification or is currently enrolled in the program
- Experience working in a unionized environment and with benefits program is an asset
- Strong knowledge of Excel and Word is required
- Other combinations of education and experience may also be considered
- Current WHMIS Certificate
- Clear Solicitor General Criminal Record Check
- Able to effectively use a computer and electronic devices

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational skills and attention to detail
- Communication and customer service skills
- Problem solving skills along with the ability to prioritize
- Ability to meet strict timelines, often with overlapping deadlines
- Ability to exercise considerable independence and produce accurate, high quality work

#### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

#### **APPLICATIONS:**

All interested applicants can [\*\*Apply Now!\*\*](#) quoting the position number 2019-38. Please note only those applicants who are selected to continue in the recruitment process will be contacted.