

NOTICE OF JOB VACANCY (Posted: April 5, 2016 – April 12, 2016)**Job Competition #: 2016-FINANCE-01**

Position: **Payroll Administrator**
Finance and IT Department
Regular full-time (35 hrs per week)
Starting ASAP

Reporting to the Controller, the Payroll Administrator is responsible for: all aspects of the administration and processing of the organization's bi-weekly payroll including verification of timesheets and supporting documentation prior to entering data into payroll system for processing; analyses and reconciliation of all payroll related GL accounts; preparing and issuing off-cycle payroll payments; enrolment and maintenance of eligible employees in ISSofBC's Group RRSP's plan; reconciling government statements and remittances, and providing support to the finance and accounting functions of the Finance Department.

Interested candidates must have completed post-secondary training in all aspects of payroll from a recognized training institution supplemented by a minimum of two (2) years recent related payroll experience in a medium-sized organization and be thoroughly familiar with Canadian payroll legislation and practises. Candidates must be able to communicate effectively to all levels of the organization in both written and oral English, demonstrate strong analytical skill and attentions to detail as well as the ability to prioritize, organize and complete assignments with minimal supervision and possess demonstrated proficiency in all aspects of Microsoft Office Suite. A condition of employment is the ability to obtain and maintain a clear provincial criminal record check.

Email applications must include "2016-FINANCE-01" in the subject line and can be sent to:
jobs@issbc.org

Closing Date: By 12 noon, Tuesday, April 12, 2016

Salary Rate: starts at \$20.05/hr

ISSofBC offers a competitive wage and benefit package including: 3 weeks' vacation to start, employer paid medical/dental/extended health, employer matched RRSP, and the opportunity to work a 9 day fortnight (subject to Board approval).