

Formerly Abbotsford Community Services

JOB POSTING # 2020-100-01

INTERNAL/EXTERNAL

Finance

Payroll and Benefits Clerk

Wage: \$21.50-\$23.50 per hour

Part Time at 21 hours/week (3 days per week)

Temporary until December 2020

Archway Community Services has been helping people since 1969. We provide more than 85 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

JOB SUMMARY

The Payroll and Benefits Clerk assists the Payroll and Benefits Supervisor with reconciliations, making monthly/biweekly payments, benefits meetings and setup, and provides back up for processing the agency's biweekly payroll. This position's responsibilities also include maintaining employee files, using the agency's Payroll and HR software, processing a variety of payroll data, and answering staff's questions regarding benefits and payroll processing.

RESPONSIBILITIES

- Processing payroll for both union and non-union employees, based on union collective agreement for unionized programs when needed.
- Reconciling liability payroll accounts and benefits.
- Preparing cheque request for Receiver General and other Payroll payables as required.
- Creating payroll/human resource reports using data extracted from the existing agency accounting software as requested by Directors.
- Meet with eligible employees to present benefits and enroll staff in the agency benefits package on a monthly basis.
- Set up benefits for eligible employees with all carriers/providers.
- Set up and maintain employee benefits information in the payroll/HR system.
- Keeping up to date on changes in payroll legislation.
- Meeting regularly with the payroll team and finance team for supervision and participating in an annual performance appraisal by Payroll and Benefits Supervisor.
- Exercise discretion and maintain confidentiality.
- Creating, maintain and updating employee files to reflect changes in employment (i.e. wage, status) as needed.
- Represents the agency in a professional and knowledgeable manner.
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

- Satisfactory Criminal Records Check
- A Diploma in Payroll Administration or related field, or the equivalent in experience and education

Experience:

- At least 2 years' experience related to processing payroll with an organization of 250+ staff
- At least 2 years' experience using payroll software
- At least 2 years' experience using Excel for reconciliations and categorizing information
- Experience delivering and setting up employee benefits
- Some experience working in an accounting role is an asset
- Some experience using Avanti is an asset
- Some experience working in a non-profit or a multi cost centre organization is an asset

Knowledge and Skill Set:

- Strong written, verbal, and active listening skills, able to communicate effectively and respectfully with people across the organization
- Good presentations skills, able to present in front of small groups about benefits
- Advanced Excel skills, able to use formulas, pivot tables, V Look Up, and other advance Excel functions
- Knowledge of payroll, CRA deductions (CPP, EI, tax), Employment Standards, ROE regulations
- Knowledge of payroll processing procedures
- Knowledge of clerical accounting and bookkeeping procedures
- Well-developed ability using the Office365
- Good problem-solving skills

WORKING CONDITIONS

- Ability to work in a shared office space
- Interruptions are common, a well-developed ability to switch task is needed.

Closing date is March 11, 2020

TO APPLY

Interested applicants are to reference **Posting # 2020-100-01 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting # 2020-100-01

No phone calls please. Only short-listed applicants will be contacted.

Archway Community Services is an equal opportunity employer and encourages applications from all equity seeking groups