

# Employment Opportunity

## PAYROLL AND BENEFITS COORDINATOR Full-Time, Term, 1 Position

### Summary

Under the supervision of the Finance Manager, the Payroll and Benefits Coordinator performs current prescribed duties as a Coordinator but also takes on the added responsibilities of providing support to the Finance Manager. The position includes but not limited to following duties or any other assigned duties by the Finance Manager

### DUTIES:

#### Payroll

- Process Payroll using the Paydirt System
- Work closely with HR department
- Verify and proof payroll batches
- Prepare batches for transmission to the Bank
- Post payroll to the ledger, monthly
- Prepare JE's as required for the Finance Manager to process
- Process reports and file with Revenue Canada within the deadlines
- Balance and process year-end reports for WSIB
- Balance and process year-end reports for EHT

#### Benefits

- Work closely with HR staff, Education and Finance Manager to coordinate the best benefit package for employees
- Verify salaries in Paydirt and GWL match and make changes as Salaries change in the GWL Groupnet system
- Verify validity of GWL invoice for active and terminated staff
- Process GWL Monthly invoice using the Excel spreadsheet
- Process Non-Status taxable payroll amounts using Excel spreadsheet and enter amounts into the Paydirt payroll system
- Enter GWL information from the Excel spreadsheet into the Adagio Payable system

### Cross training (support when required)

#### Travel Expenses Payable

- Vouch advances and expense claims; verify arithmetic accuracy, appropriate approvals, codes and eligibility
- Liaise with individual employees and their supervisors with respect to advances and claims

Other duties as assigned.

## **COMPETENCIES AND QUALIFICATIONS:**

- 3 - 5 years of relevant Payroll experience.
- Post-secondary education, Payroll designation and/or working towards is an asset.
- Payroll Processing specific knowledge
- Ability to multi-task (handling several different deliverables)
- Strong interpersonal skills with understanding of the importance of confidentiality
- Proficiency in Word and Excel
- Strong issue resolution skills
- Able to operate the following computer applications: PayDirt payroll system, Adagio Accounting Software, word processing, spread sheets.
- Must be bondable

## **ACCOUNTABILITY:**

The Payroll Officer is responsible to the Finance Manager on a day-to-day basis, and is further accountable to the Education Director for overall performance.

**The deadline for applications is September 13, 2019.**

**For more details including a complete job description, rate of pay and qualifications.**

**Please email inquiries to [jeffnelson@edu.knet.ca](mailto:jeffnelson@edu.knet.ca)**

**When applying please send your cover letter, resume and three (3) work-related references (manager or supervisor) to: [jeffnelson@edu.knet.ca](mailto:jeffnelson@edu.knet.ca)**

KOBE would like to thank everyone who applies, however, only those applicants considered for an interview will be contacted.

*Keewaytinook Okimakanak Board of Education gives employment preference to aboriginal persons. Applicants wishing to be considered for aboriginal preference should indicate aboriginal descent in their cover letter.*