



Position Description

Job Title: Accounting & Payroll Administrator
Reports To: Finance Manager
Team: Finance and Admin
Date: April 2019

Position Summary

The role of the Accounting and Payroll Administrator is to perform Financial duties including bank reconciliations, on line bill payments, accounts receivable and petty cash. The position also administers the payroll and benefits plans.

Key Duties and Responsibilities

Finance and Accounting Duties

- Monitors bank account and performs bank statement reconciliations
- Maintains accurate records of payments received and future payments due. Receives, codes and records payments in accounting system. Researches and resolves discrepancies
- Administers petty cash. Codes and records expenses in accounting systems. Reconciles and balances petty cash fund
- Processes electronic bill payments after required approvals have been obtained and records payments in accounting system
- Performs general ledger coding and data entry
- Updates and reconciles applicable sub-ledger to the general ledger
- Maintains documents and records
- Other related duties as required

Payroll and Benefits

- Compiles payroll information including time sheets and ensures accuracy and completeness of information
- Enters hours, pay adjustments, benefit information and performs actions to determine pay and deductions including Federal and Provincial payroll taxes. Ensures payroll related transactions are processed in compliance with internal policies and external legislation
- Ensures tax remittances are made correctly and within required time frames
- Maintains payroll and benefit records
- Performs year- end payroll procedures and produces T4 slips
- Processes enrolments, terminations and changes and keeps benefits records maintained

- Explains and interprets group benefits to employees. Advises employees regarding eligibility, coverage, and where to access additional information for benefits and pension plan
- Other related duties as required

Knowledge, Skills and Abilities

- Knowledge of the Canada Labour Code, CRA, EI and CPP
- Strong computer skills including MS office and working knowledge of computerized accounting software (Simply Accounting and Accpac)
- Records management and document processing skills
- Well-developed interpersonal and communication skills and the ability to work effectively with SFN staff.
- Intermediate math and numerical skills
- Ability to maintain confidentiality of payroll and HR related information
- Attention to detail and accuracy, even as priorities change and urgencies arise
- Knowledge of the organization and SFN community

Training, Education and Experience

- Grade 12 or GED equivalent
- Certified Payroll Administrator Level 1
- A minimum of 2 years prior accounting/bookkeeping experience
- Prior experience administering payroll and group benefit plans

Critical Success Factors

- Ability to plan and organize work efficiently and effectively
- A desire to serve and support members of the SFN community and SFN organization
- Ability to work independently and in a team environment where mutual support is essential
- Curiosity and a keen sense of attention to detail is paramount