

Position Title: Payroll and Finance Clerk  
Program: Human Resources  
Position location: Mission  
Reports to: Finance Manager  
Hours of work: 35 hours per week  
Posting Date: April 12, 2022  
Closing Date: April 22, 2022  
This position requires UNION MEMBERSHIP

### **Internal / External Job Posting**

**Compensation will be in accordance with Appendix A of the BCGEU Collective Agreement.**

Classification: Bookkeeper

Grid level: 10

#### Job Overview:

The Payroll & Finance Clerk is responsible for processing the bi-weekly payroll for all of SARA's staff, including data verification and entry, calculations, remittances and auditing. In addition, the role provides administrative support to both the Human Resources and Finance departments.

#### Organizational Status:

SARA is a feminist, non-profit society providing safe refuge and community-based resources for women in Mission and Abbotsford. SARA stands for Support, Acceptance, Resources and Action. SARA operates transitional, short and long-term housing facilities, as well as, counselling and outreach services. Financially, SARA for Women is supported through government and non-government grants, financial endowments and charitable donations.

#### Responsibilities and Duties:

##### Payroll Administration:

- Checks source documents, such as timesheets and vacation forms, for accuracy and completeness
- Performs basic calculations from source documents, such as total number of hours worked, one-time adjustments
- Inputs data from source documents into payroll system and/or spreadsheets
- Performs calculations pertaining to the Municipal Pension Plan (including employer contribution, employee contribution, and uploading data in MPP portal)
- Provides bi-weekly payroll submission to payroll processing company
- Reviews payroll batches for correct calculations (OT, Stat worked, Stat not worked, etc.)
- Maintains appropriate documentation files supporting all payroll transactions
- Ensures accuracy and timeliness of payroll payments and verifies completed payroll by balancing method
- Maintains seniority lists
- Verifies accuracy of payroll reports, reporting discrepancies to Human Resource & Payroll Manager
- Answers employee payroll questions
- Prepares various reports and forms, such as sick leave, pay rates, etc.
- Supports Human Resources & Payroll Manager in completion of year-end reporting including T4 slips
- Supplies information required for audits and budgets
- Prepares new hires' benefits enrollment

- Prepares various reports and payments within deadlines, such as CPP, EI, tax, union dues, benefit deductions, WorkSafeBC, etc.
- Performs other related duties, as required

#### Human Resources

- Ensures the timely and accurate maintenance of human resources personnel files and documents
- Updates new employee hire data, address changes, T4 emails, emergency contact information, etc.
- Performs other related duties, as required

#### Finance Administration

- Performs a variety of duties of financial support duties, such as inputting data, coding accounts payable invoices, monthly bank reconciliations, and collections of past due accounts, as directed by the Manager Finance
- Assists with month-end and year-end close
- Assists the Finance Manager with audit preparation
- Performs other related duties, as required

#### Qualifications and Skills

- A Grade 12 diploma, with post-secondary training in a relevant field
- A minimum of 2 years of administrative experience
- Payroll experience and/or training is preferred
- Bookkeeping certification and Payroll certification preferred
- Non-profit experience is preferred
- Strong mathematical skills
- Excellent computer skills in MS Office and its suite of products
- An equivalent combination of education, training and experience will be considered

#### Competencies

##### *Problem Solving/Judgement*

- Strong problem solving skills
- Effective decision maker; able to assess situations to determine the importance, urgency and timeliness; able to execute on clear and timely decisions in the organization's best interests
- Self-directed; able to anticipate and act on needs before they arise
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

##### *Communication*

- Highly professional and exercises sound judgment, discretion and confidentiality
- Champions positive working relationships with internal and external stakeholders
- Listens well and encourages open exchange of information and ideas using appropriate communication
- Excellent communication skills with the ability to speak clearly, logically and persuasively, and to prepare clear, concise and comprehensive correspondence

##### *Personal*

- Creates connections, trust and shared meaning with diverse individuals and groups

- Identifies, establishes and communicates clear and meaningful expectations and outcomes
- Models core qualities such as honesty, integrity, resilience, and confidence
- Focuses on stakeholder needs; able to anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within organizational parameters
- Self-aware; understands personal assumptions, values, principles, strengths and limitations
- Understands the need for ongoing personal and professional development; actively seeks opportunities for personal learning, character building and growth
- Takes responsibility for personal actions, performance and health

**Submit cover letter and resume.**

Human.Resources@saraforwomen.ca

**Subject:** Payroll and Finance Clerk

SARA promotes the principles of anti-oppression, diversity and inclusion. We strive to represent the diverse communities that we serve. Individuals from First Nations, diverse ethno cultural origins, religions, abilities and sexual orientations are encouraged to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please.