

INTERVARSITY

Position Description

Title: Payroll Administrator

Mission and Purpose:

Provide timely and accurate payroll processing, reconcile payroll and government remittances and carry out payroll accounting and reporting requirements and procedures in compliance with company policies and procedures, government regulations, Employment Standards, Provincial and Federal legislated rules and updates, and Generally Accepted Accounting Principles.

Relationships:

Reports to:	Human Resources Director and Chief Financial Officer
Direct Reports	No direct reports
Internal Relationships	Finance and Accounting Human Resources National Resources Campus Camp Missions
External Relationships	ADP Ceridian Various government agencies

Key Responsibilities:

1. Personal Development

- Be a growing and developing disciple of Jesus Christ
- Develops areas of expertise related to job assignment
- Be a life-long learner who values the discipleship of mind, body and spirit
- Achieve and maintain personal fundraising targets

2. Core responsibilities

- Provide timely and accurate processing of multi-provincial monthly payroll for hourly, salaried & non-salaried personnel
- Maintain accurate payroll records and files (hard copies, electronic and database)
- Ensure requests for payroll changes have proper authorizations and that proper approvals and controls are followed
- Works collaboratively with the human resources team on the administration of new hires and terminations; processes employee status changes, calculates termination pay, and prepares records of employment
- Prepare monthly payroll and benefits journal entries
- Submit statutory payroll remittances for payment; directly or via accounts payable as necessary
- Reconcile payroll-related general ledger accounts
- Provide information & reports such as earnings, pension contributions, benefits premiums etc. from the payroll system for internal and external purposes as required

- ❑ Finalize payroll year-end such as T4s, T4As etc.
- ❑ Other duties as assigned and/or other payroll related duties as required

Key Outcomes:

- ❑ Timely and accurate payroll processing, legislative filings, reporting and remittances
- ❑ Payroll related inquiries are attended to and resolved in a timely manner across the ministry

Qualifications:

Ministry Specific

- ❑ Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- ❑ Understanding of InterVarsity's purpose and mission with a strong desire to advance our goals

Communication

- ❑ Excellent interpersonal and communications skills both oral and written
- ❑ Excellent relationship management skills
- ❑ Proven ability to work collaboratively and effectively with team members at all levels
- ❑ Ability to communicate well with employees and government representatives

Knowledge, Skills and Abilities

- ❑ Excellent time management skills with ability to flex to a dynamic, changing environment
- ❑ Superior time management and work planning abilities; self-starter
- ❑ Exceptional organizational, analytical and problem-solving skills
- ❑ Proven ability to process detailed information accurately and meet tight deadlines in a fast paced environment
- ❑ Flexibility to work independently and/or as part of a team
- ❑ Strong problem solving skills with the ability to analyze data and provide sound judgement and recommendations

Education/ Experience

- ❑ Minimum of 2 years Canadian Payroll experience
- ❑ Proven experience in processing **end-to-end** national payroll
- ❑ Canadian Payroll Association (CPA) PCP certification or years of equivalent experience an asset
- ❑ University degree or appropriate college diploma
- ❑ Previous experience with ADP's Workforce Now software (and Ceridian's Insync) a definite asset