



Position Description

Title: Payroll and Financial Administrator

Purpose:

The Payroll and Financial Administrator (PFA) supports the mission primarily by providing timely and accurate payroll processing; reconciling payroll and government remittances; carrying 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 working collaboratively with Human Resources. Secondly, the PFA assists the CFO, Director of Finance & Accounting in providing Remuneration Accounting & Reporting, Campus National Ministry Reporting & Analysis and Financial Liaison Services with and for Donor Services.

Relationships:

- Reports to: CFO, Director of Finance and Accounting
- Direct Reports: No direct reports
- Internal Relationships: Finance and Accounting
Human Resources
National Resource Centre (NRC), Camp, Campus, High School & Workplace
- External Relationships: ADP
Benefits provider (Manulife)
Various government agencies

Key Responsibilities:

1. Personal Development

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

2. Core responsibilities

Payroll (60%):

- 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.
- Work collaboratively with the Human Resources team on the administration of new hires and terminations; process employee status changes, calculate pro-rated pay and termination pay, and prepare Records of Employment
- Prepare ROEs and calculations for SUB-Plan Top Ups for eligible staff who will be going on Maternity or Sick Leave.

- ❑ Ensure the monthly donation list received from Donor Services has had the applicable changes made in ADP by HR.
- ❑ Ensure recurring items are entered into ADP if there is no automatic process for them.
- ❑ Download and save the monthly payroll register and payroll reports.
- ❑ 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, RRSP contributions etc. from the payroll system for internal and external purposes as required. Prepare and submit payment where required.
- ❑ Calculate Mandatory Employer Costs (MERC) for grant applications when requested.
- ❑ Calculate and submit Quarterly BC WCB reports and remittances
- ❑ Reconcile Monthly Ontario WSIB that ADP submits and remits
- ❑ Administer the Provincial WCB online accounts. Manager access for HR and Camp Directors.
- ❑ Prepare and reconcile annual WCB, EHT & CSST (Quebec) returns
- ❑ Prepare calculations for Summer Missions payments, send to camps for approval, then enter to Payroll software.
- ❑ Finalize payroll year-end such as T4s, T4As, RLs etc.
- ❑ Prepare RL1 Summary (ADP does not prepare)
- ❑ Prepare T4A for former employee receiving monthly pension payment
- ❑ Implement and document new processes; make recommendations for process improvement
- ❑ Other duties as assigned and/or other payroll related duties as required

Finance (40%):

- ❑ Support cross-functionally with:
 - Remuneration Accounting & Reporting: Upload & reconcile monthly payroll expenses to the GL, prepare & send monthly Payroll reports to camp directors and resolve any Payroll and HR discrepancies
 - Campus & NRC Reporting: Prepare monthly reports, resolve queries and assist CFO or designate with monthly management reporting and financial analysis
 - Financial Liaise with Donor Services: Upload monthly donations into GL and validate information & provide analytics related to donor revenue

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
- ❑ Accurate and timely Finance and Accounting reports, analytics and remittances
- ❑ Excellent customer service in all areas

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, payroll provider and government representatives

Knowledge, Skills and Abilities

- ❑ Ability to work in a dynamic and fast-paced environment and meet deadlines
- ❑ Strong time management skills
- ❑ Strong analytical and problem-solving skills; ability to analyze data and processes and provide sound judgement and recommendations
- ❑ Attention to details; ability to manage data and process information accurately
- ❑ Flexibility to work independently and/or as part of a team
- ❑ Solid understanding of and demonstrative ability to apply Generally Accepted Accounting Principles (GAAP)

Education/ Experience

- ❑ Minimum of 5 years Canadian Payroll experience
- ❑ Payroll Compliance Professional (PCP) or Payroll Leadership Professional (PLP) designation with the National Payroll Institute or years of equivalent experience would be an asset
- ❑ Proven experience in processing **end-to-end** national payroll
- ❑ Strong Finance and Accounting knowledge and experience
- ❑ University degree or appropriate college diploma
- ❑ Previous experience with ADP's Workforce Now software (4 character company code), a definite asset

Interested applicants are invited to email a resume and cover letter to Human Resources at humanresources@ivcf.ca

Employment is conditional upon a clear police reference check (Vulnerable Sector Screening) and the successful candidate must be able to submit to InterVarsity's Code of Conduct and Statement of Faith Agreement. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those candidates selected to move forward to the next stage of the recruitment process will be contacted. No phone calls, please.