



Payroll and Financial Administrator

Purpose: The Payroll and Finance Administrator (PFA) supports the mission primarily (60%), 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 (40%), the PFO cross-functionally assists the Director, Finance & Accounting with Remuneration Accounting & Reporting, Campus National Ministry Reporting & Analysis and Financial Liaison Services to Donor Services.

Key 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 both management & non-management 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 & experience
- University degree or appropriate college diploma
- Previous experience with ADP's Workforce Now software (4 character company code) a definite asset

Link to full job description: www.ivcf.ca/jobs/payroll

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

Payroll & Finance Officer
Job Posting

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 candidates selected to move forward to the next stage of the recruitment process will be contacted. No phone calls, please.