



Payroll / Bookkeeper

Permanent Part time - 21 hours per week

Position Summary:

Shares responsibility for financial functions of the organization with approximate budget of \$6 million. Oversees payroll and benefits administration and ensures accurate recording and reporting of financial information.

Qualifications:

Education and Job Skills:

- Post-secondary diploma
- Specific training in accounting/bookkeeping.
- Experience with web-based payroll programs and government remittances including Records of Employment
- Expert knowledge of Simply Accounting for Windows and Excel.
- A minimum three years' work experience in bookkeeping in a complex organization

Duties & Responsibilities:

1. Ensures financial recording accuracy and compliance with accounting standards, established internal controls and procedures.
2. Monitors, records and posts transactions in journals and the general ledger for accounts payable, accounts receivable and payroll.
3. Oversees administration of all group health benefits and RSP, MPP in conjunction with Human Resources.
4. All web-based payroll duties including all required remittances.
5. Prepares documentation for audit purposes; produces audit working papers as required.
6. Compiles and monitors employee HR system information.
7. Maintain and organize employee records both in print and electronically.
8. Maintain strict confidentiality
9. Complete all mandatory learning requirements.
10. Performs other related duties as required.

General:

- Wage rate: as per BCGEU Collective Agreement, Grid Level 12, Step 1, (\$19.29)
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Executive Director

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Matthew Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, February 17, 2017