



VANCOUVER NATIVE HOUSING SOCIETY

Job Posting: Payroll Specialist

Location: Vancouver, BC

WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at-risk populations.

Job Purpose

The Payroll Specialist is responsible for the administration of biweekly payroll to include federal, provincial, benefit, pension plan and WorkSafe BC deductions, remittances and contributions. The position demands professional and consistent communication with employees, managers, executives and directors to fulfill financial requirements and to ensure that transactions are processed correctly in an efficient manner.

Reports to: Director of Finance

Key Duties and Responsibilities

Payroll Administration

- Process accurate and timely administration of payroll and associated benefits
- Oversee submission of Time and Attendance entries in ADP Workforce Now for hourly and salaried employees
- Apply and interpret CBA and Non-Union policies utilizing ADP
- Process documentation for onboarding new hires, terminations, and processing Records of Employment to facilitate employee life cycle transactions
- Prepare employee master control spreadsheet and reconcile it with payroll register on biweekly basis, the accounting ledger, bank account, and prepare payroll check list.
- Prepare Quarterly WCB reporting and ensure the identification and reporting of contracted services and included in WCB quarterly reporting
- Compile reports, statements and summaries utilizing ADP WFN related to payroll and time and attendance records
- Investigate misc discrepancies and errors as required related to payroll
- Prepare payroll journal entries for month-end input into Yardi
- Ensure compliance with payroll legislation, VNHS policies and collective agreements
- Prepare enrollment of MPP on MPP website and submit MPP contribution remittance on biweekly basis
- Reconcile employee benefit payments to their taxable benefits and deductions on a minimum quarterly basis.
- Generate annual T4 through ADP WFN and reconcile T4 to master control file



- Prepare MPP report and reconcile it to MPP contribution remittance
- Prepare year-end payroll reconciliation as part of finance working paper
- Strong knowledge in the vacation, sick leave accrual calculation
- Familiar with MSP direct and Extended health benefit data entries

General

- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Ensure the strict confidentiality and privacy of employee and financial records
- Other related duties as directed by the Director of Finance

Qualifications

- Post-secondary degree or diploma in in Accounting, Finance, or Business Administration
- CPP designation is preferable
- 3-5 years payroll administration experience required
- Experience with ADP workforce and Yardi are a definite asset
- Intermediate to advanced skills in MS Office applications (Excel, Word and Outlook)
- Experience working in the Aboriginal community, property management, not for profit organizations, considered an asset
- Experience with multi-company organizations and inter-company transactions an asset
- Strong analytical skills an asset, proficient on reconciliation(s) processes
- Accounting experience considered an asset

Key Skills and Abilities

- Ability to work in a high volume, fast paced environment remaining focused and results oriented.
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Knowledge of modern office practices and procedures; of basic bookkeeping methods and terminology; of business arithmetic; and of filing, indexing and cross-referencing methods.
- Ability to prepare and maintain accurate records.
- Ability to use a computer and other office equipment effectively.
- Ability to learn, understand and apply the policies and procedures pertaining to the work, to understand, carry out and issue clear oral and written instructions.
- Ability to communicate clearly and concisely both orally and in writing, and to establish and maintain cooperative relations with those encountered during work.
- Must possess a high level of confidentiality for handling organizational payroll and benefit information
- Strong teamwork, communication and problem resolution skills
- Basic knowledge of accounting systems, budgets, and internal controls.
- Skilled at working with Microsoft Office suite, Excel spreadsheets.
- Extreme attention to detail and a high degree of accuracy.



- Analytical thinking, planning, prioritization, and execution skills.
- Ability to work occasional overtime hours to meet organizational deadlines, process payments or prepare payroll or financial reports.
- A clean criminal record check for working with children and vulnerable adults

Working Conditions

Physical Effort

Nature of work requires light level physical effort and/or dexterity.

Mental Effort

Nature of work may include frequent periods of intense concentration, frequent interruptions and meeting multiple tasks and deadlines. Must be extremely detail oriented and investigative

Psycho-Social Conditions

Moderate stress working with other employees to correctly process accounts payable and payroll.

Work Environment

Primarily office work

This position is a full-time position (37.50 hrs per week) Flexibility with hours may be required to meet operational deadlines. This successful candidate will be enrolled in our excellent Extended Health and Dental plan as well the Municipal Pension Plan after successful completion of their probationary period.

If you are interested in this position, please send a resume and cover letter with "Payroll Specialist" in the subject line to careers@vnhs.ca Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.