

## POSITION PROFILE

<b>Position Title</b>	<b>Junior Payroll Accountant</b>
<b>Manager's Position</b>	<b>Accounting Manager</b>
<b>Department/Team</b>	<b>Operations</b>
<b>Position Type</b>	<b>Permanent Full-Time</b>

<b>Position Purpose (Reason for being)</b>
<p>The Junior Payroll Accountant is responsible for the collecting, verifying, and processing of time and attendance and related payroll information of Canucks Autism Network program staff.</p> <p>This role also provides accounting support, processing accounts payable, accounts receivable and other accounting related tasks to support in the timely reporting of budget to actuals.</p>

<b>Key Functions (Main aspects of position)</b>
<p><b>Payroll Administration</b></p> <ul style="list-style-type: none"> <li>• Track and compile time and attendance reports, communicating with Program Leads to ensure all time and attendance reports are submitted by set weekly deadlines</li> <li>• Prepare accurate time and attendance data reports for weekly upload to Payworks processing system</li> <li>• Reconcile weekly time and attendance data with staffing schedules, recording and reporting on any changes and processing payroll exceptions</li> <li>• Answering payroll inquiries from employees in a timely and positive manner</li> <li>• Record employee concerns, complaints and questions about payroll services and communicate those issues to HR on a timely basis</li> <li>• Processing and tracking Criminal Record Check reimbursements</li> </ul> <p><b>Accounting Support</b></p> <ul style="list-style-type: none"> <li>• Process Accounts Payable invoices ensuring proper authorization and accurate coding</li> <li>• Process employee expenses ensuring proper coding for all submitted expenses</li> <li>• Review and process credit card expense reports, agreeing amounts to corresponding receipts and ensuring proper authorization and accurate coding</li> <li>• Create, issue and reconcile invoices, identifying discrepancies and reporting on incoming payments</li> <li>• Liaise with the necessary internal teams regarding any uncollected invoice amounts</li> <li>• Maintain the general accounting mailbox including responding to internal and external enquiries for A/P, A/R and payroll enquiries</li> <li>• Entering all donations into Raisers Edge software</li> </ul>

- Assist Accounting Manager in Licence Reporting
- Assist Accounting Manager in GST Rebate processing
- Assisting Accounting Manager with the ongoing development of accounting processes and related functions

**Requirements for Competency (Education, Experience, Qualifications, Knowledge, Skills, Abilities)**

**Qualifications and Experience**

- Post-secondary education in payroll and/or accounting or related discipline
- Strong attention to detail
- Strong communication skills, both written and verbal
- Proficient in Microsoft Office software
- Knowledge of Sage 50 and Raisers Edge considered an asset
- Proven ability to communicate effectively with internal and external clients

**Skills and Attributes**

- Strong time management skills; ability to prioritize and meet deadlines
- Ability to work with a large amount of Excel data, exercising attention to detail
- Ability to handle sensitive, confidential information
- Professional and proactive approach to work
- Excellent interpersonal skills and ability to work with multi-disciplinary teams
- Upbeat and positive attitude with the ability to drive, initiate and support process changes