

POSITION PROFILE

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

Position Purpose (Reason for being)
<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>

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

- 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