



## Payroll and Accounting Administrator

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold, our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

### Position Summary:

The Payroll and Accounting Administrator will be responsible for the accurate and timely processing of payroll and benefits, performing various clerical and accounting tasks such as Accounts Payable, data entry as well as keeping employee information that is relevant to payroll purposes up to date. The Payroll and Accounting Administrator is a member of the accounting team and provides support to other roles within the department as required. Other duties will be assigned as necessary.

### Primary Duties and Responsibilities:

- Process bi-weekly payroll for all salaried and hourly employees.
- Compile payroll data such as garnishments, vacation time, insurance and other deductions.
- Extract timesheets and review work hours for completeness and accuracy.
- Ensure that hours are categorized and allocated to correct cost centers.
- For electronic time clocks, contact supervisors for any missed times.
- Process data to the Payroll Provider.
- Create required internal management reports from the payroll system.
- Adhere to all procedures and policies.
- Create payroll profiles for all new employees as advised by HR.
- Maintain employee profiles, ensuring that they are up to date.
- Ensure all wage changes are made accurately and in time for effected pay periods.
- Follow payroll procedures for terminated employees.
- Administer benefit programs including deductions and payments to benefits provider.
- Stay current with payroll regulations, standards and work methods.
- Reconcile payroll totals to general ledger monthly.
- Ensure accurate processing of sick pay, benefits and vacation payouts.
- Respond to employee and government agency inquiries in regards to payroll.
- Ensure the creation and timely distribution of T4s.
- Adhere to all policies and follow established procedures.
- Participate in required meetings providing input and recommendations.
- Complete accurate and timely data entry of invoices
- Ensure proper general ledger coding of invoices and expense reports



- Prepare cheque and Electronic Fund Transfer (EFT) payment runs
- Perform other accounting duties as assigned.

### Qualifications:

- Degree or two-year College diploma required.
- PCP Certification or currently enrolled in Level II PCP certification program required.
- 3-5 years working experience required.
- Work experience in accounting preferred.
- Demonstrated knowledge of payroll and payroll tax laws required.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Clear written and verbal communications.
- Organize and write procedures in a logical/methodical manner.
- Good time management skills.
- Excellent attention to detail.
- Good data entry skills.
- Work well in a team environment.
- Able to maintain confidential information.
- Demonstrated knowledge of clerical accounting and bookkeeping procedures.
- Demonstrated knowledge of payroll processing procedures.
- Knowledge of standard office procedures and practices.
- Strong mathematical skills.
- Passing of criminal background check required.
- Effective communication skills with individuals at all levels of the organization.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong work ethic and positive team attitude.

Please apply online at: <https://innfromthecold.org/take-action/work-with-us/>

No phone calls please.

The closing date of this position is September 22, 2019

### Values:

**Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community

**Exhibit Courage :** we uphold the convictions of the organization and support our community, especially when faced with adversity

**Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance

**Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve



**Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them

**Encourage Innovation:** we take informed risks and champion new ideas