

EMPLOYMENT OPPORTUNITY

Payroll and Accounting Services Coordinator

Permanent Full-Time / External

Finance Services

Competition No.: 2020-023



SKILLS/EDUCATION

- Degree in Business, Accounting or related field
- Five (5) years experience in payroll plus two (2) years supervisory
- Canadian Payroll Association Membership and Certified Payroll Manager Certificate
- 50 wpm typing speed; 200 keystrokes per minute numeric keypad speed

APPLICATION DETAILS

Please quote competition 2020-023 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit **via email** to rdncareers@rdn.bc.ca.

Applications can also be faxed to 250-390-4163 or mailed to:
Attention: Human Resources
Main Reception, Administration Building
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Permanent Full-Time Payroll and Accounting Services Coordinator working with Finance Services in the Corporate Services Department.

Reporting to the Manager of Accounting Services, the Payroll and Accounting Services Coordinator is a highly confidential role that is responsible for the accurate performance of the payroll function, and the effective delivery of information. Duties include, overseeing the Regional District's payroll and ensuring payroll transactions are processed in an efficient manner; researching and updating payroll business processes and recommending policy and procedure systems that improve efficiencies; updating employee Masterfile information, maintaining employee files and ensuring information is secured and dealt with in confidence; reconciling statutory and benefit plan remittances; preparing a variety of reports to respond to employee information requests; reviewing and tracking the requirements of garnishee and other similar orders; preparing, reconciling and submission of reporting documents for year end as required by legislation; and other related duties, as required.

QUALIFICATIONS

Qualifications include, a University Degree in a related discipline such as Business or Accounting, five (5) years recent related experience in payroll, plus (2) years supervisory experience, or an equivalent combination of training and experience. Registration and membership with the Canadian Payroll Association and a Certified Payroll Manager Certificate is also required. Applicants must have a demonstrated ability to operate in an integrated Enterprise Resource Planning (ERP) system, excellent communication, interpersonal, customer service and organizational skills, working knowledge of legislation and payroll requirements, advanced spreadsheet and word processing skills and a high degree of accuracy in data entry, and a 50 wpm typing speed; 200 keystrokes per minute numeric keypad speed.

POSITION DETAILS

This is a permanent full-time (35 Hours per week) Union Position. The (2020) rate of pay is \$40.56 to \$42.69 per hour. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

Payroll and Accounting Services Coordinator

Corporate Services (Finance Services)

JOB SUMMARY

The Payroll and Accounting Services Coordinator is a highly confidential role that contributes to the effective operation of the Accounting Services section through the accurate performance of the payroll function, and the effective delivery of information. This position supervises staff, reviews changes to regulations, and supports the Finance department by overseeing team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees the Regional District's payroll in accordance with established RDN policies, Union contract and legislative standards and supervises staff in the section.
- Ensures payroll transactions are processed in an efficient manner and that deadlines are met.
- Researches and updates payroll business processes and recommends policy and procedure systems that improve efficiencies and internal controls based on best practices and regulatory requirements including working closely with departments to design and implement payroll time entry and reporting processes.
- Develops payroll policies and procedures to ensure payroll actions are in accordance with statutory and regulatory requirements, applicable collective agreements, bylaws, and employment contracts and RDN financial policies and procedures.
- Works closely with Human Resources and other RDN departments to coordinate the receipt of information, clarify changes, provide further details, and reconcile discrepancies related to Payroll.
- Responsible for updating employee Masterfile information, maintaining employee files and ensuring information is secured and dealt with in confidence as required. Ensures preparation of routine journal entries on a timely basis.
- Responsible for the accurate and timely reconciliation of statutory and benefit plan remittances and preparing payment requisitions for same.
- Responsible for preparing a variety of reports to respond to employee information requests including but not limited to Records of Employment and WorkSafe BC.
- Reviews and tracks the requirements of Garnishee and other similar orders, including advising employees where required and ensures orders are processed accurately and in a timely fashion.
- Assists with the development and maintenance of a variety of complex special purpose reports and actively uses them to prepare the Regional District's payroll.
- Responsible for preparing, reconciling, and submission of reporting documents for year end as required by legislation including but not limited to employee T4 slips, Superannuation reports, and annual reporting.
- Participates, as the subject matter expert, in the development, testing and implementation of payroll upgrades in the ERP systems including implementation of system enhancements; system releases, and system version upgrades.
- Oversees payroll training for RDN staff.

- Prepares a variety of routine and other correspondence to employees and external agencies as required.
- Ensures payroll records are properly filed and stored in accordance with the Regional District's Records Management system.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- University Degree in a related discipline such as Business or Accounting.
- An equivalent combination of education and experience may be considered.
- Registration and membership with the Canadian Payroll Association and must have a Certified Payroll Manager Certificate.
- Five (5) years recent related experience in payroll, plus 2 years experience in a supervisory capacity.

Skills/Abilities

- Demonstrated ability to operate in an integrated Enterprise Resource Planning (ERP) system. Experience with Vadim iCity software and Municipal Pension Plan would be an asset
- Excellent communication (verbal and written), interpersonal, customer service, and organizational skills are required.
- Excellent working knowledge of legislation and payroll requirements, and union agreements related to wage and salary administration.
- Knowledge of the methods, practices, principles and procedures involved in the preparation, calculation and processing of payrolls in a multi-divisional environment.
- Requires advanced spreadsheet and word processing skills and a high degree of accuracy in data entry.
- Thorough knowledge of computerized payroll accounting and time capture systems.
- Demonstrated ability to analyze systems issues, anticipate and identify problems and makes recommendations for development.
- Demonstrated ability act with professionalism and diplomacy and maintain confidentiality.
- Demonstrated ability to establish and maintain positive professional working relationships.
- Ability to work under pressure and meet deadlines.
- 50 wpm typing speed; 200 keystrokes per minute numeric keypad speed.
- Proficient in cash handling and operating basic office equipment.

Reporting Relationship

Reports to the Manager, Accounting Services.

Date Approved: February 4, 2020