Job Title: Payroll / Accounts Payable Clerk
Department: Finance
Reports to: Treasurer
Supervises: N/A
Salary Grid: 9
Probationary Period: 3 months
Job Type: Full-time / Permanent

Job Summary:

The Payroll / Accounts Payable Clerk is responsible for processing payroll, maintaining employee records, and managing accounts payable functions. This position ensures the timely and accurate payment of employees and vendors while complying with all relevant regulations and policies.

Key Responsibilities:

- Process bi-weekly payroll (internal and external agreements), including verifying hours worked, overtime, and deductions. Submit for revision and obtain the appropriate approval for payroll direct bank deposits and final reports.
- Maintain employee payroll records, including new hires, terminations, changes in salary, benefits and other information.
- Ensure compliance with payroll laws, tax regulations and the collective agreement.
- Prepare and submit payroll remittances and other reports such as WSIB, EHT, OMERS, fringe benefits and others.
- Process Records of Employment (ROEs).
- Prepare year-end tax forms (T4s, T4As) and other year-end reconciliations such as WSIB, OMERS and others.
- Respond to employee inquiries related to the payroll, fringe benefits and the pension plan.
- Receive invoices, verify accuracy and send for authorization, obtain expense approval. Submit for revision and obtain appropriate approval for the disbursements.
- Reconcile invoices with purchase orders and vendor statements.
- Assist in preparing monthly and year-end financial reports.
- Responsible for posting required reports or journal entries to the accounting software.

- Maintain proper documentation and filing systems for payroll and accounts payable.
- Support the Treasurer and the department with other accounting tasks as required.
- Perform other duties as may be requested by the supervisor.

Qualifications:

- **Education/ Certifications:**
    - Diploma in Accounting, Finance, Business Administration, or a related field.
    - Payroll certification is an asset.
- **Experience:**
    - Minimum of 3 years experience in payroll processing and/or accounts payable.
- **Skills:**
    - Proficiency in payroll and accounting software.
    - Strong understanding of payroll regulations, tax laws, and accounting principles.
    - Excellent verbal and written communication skills.
    - Ability to multitask and work under pressure to meet deadlines.
    - Excellent organizational skills with attention to detail.
    - Ability to handle sensitive information with discretion.
    - Bilingualism (French/English).

Working Conditions:

- **Work Hours:**
  Regular daytime schedule with occasional overtime during peak periods such as payroll deadlines and year-end processing.
- **Physical Demands:**
  Intermittent focus and precision required. Regular exposure to computer screens.
- **Work Environment:**
  Primarily based in an office setting, focusing on administrative tasks, with occasional high-stress requirements.