

**KERMODE FRIENDSHIP SOCIETY**  
**Accounts Payable and Payroll Clerk**  
**Job Posting**

Reporting directly to the Finance Director, this position provides financial clerical services for Kermode Friendship Society (KFS). More specifically, this position is responsible for:

**RESPONSIBILITIES**

**Accounts Payable, and Payroll**

- Draws up payment cheques with supporting documentation for authorized signing authorities
- Executes payment process for hydro, phone, insurance and other standard overhead expenses
- Ensure entered payroll information is correct, benefit premiums and registered pension plan percentage amounts into payroll system
- Prepare payroll, with supporting documentation for authorized signing authorities to submit
- Post payroll balances to appropriate Program Accounts in the Xero via Payworks
- Prepare Record of Employment (ROE) online as required by HRDC through Payworks
- Ensure Payworks has submitted the CRA Remittance
- Submit WorkSafe BC Quarterly and Annually Report before due date (on the WorkSafe BC website)
- Submit Registered Pension Plan amounts to Eagle Bay/Canada Life monthly after the end of each month
- Receive Benefits Billing from Eagle Bay/Canada Life and ensure that employee portion corresponds with the amount being deducted from the employee at beginning of each month.
- Process any payroll increases as required, once proper documentation has been submitted
- Complete other duties as assigned

**COMPETENCIES**

- Adaptability
- Client/Customer Focus
- Communication
- Cultural Sensitivity
- Negotiation
- Organization
- Problem Solving
- Professionalism

- Resourceful
- Results Orientation
- Teamwork

### **STATEMENT OF QUALIFICATIONS**

- Possession of Diploma in Bookkeeping/Business Administration – Accounting Focus
- Completion of Post-Secondary Accounting 1 & 2 courses is mandatory
- 2 years bookkeeping experience with acceptable work references
- Work towards becoming a member of an accounting association or payroll designated association.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Proficient with Payworks, Xero, Dext, Microsoft Word and Microsoft Excel
- Possess superior bookkeeping skills
- Possess accurate data entry skills
- Demonstrate the ability to analyze and interpret financial statements
- Knowledgeable in the use and operation of office equipment

### **MANDATORY REQUIREMENTS**

- Valid driver's license (class 5) and a reliable transportation
- Sign a code of ethics and confidentiality agreement
- Criminal record check