



Payroll/Accounting Administrator

JOB PROFILE

Position Summary:

This is a multi-functional position reporting to the Financial Controller and providing administrative support in various financial disciplines within the organization. Key functions will be managing the day to day payroll administration and support, accounts payable, accounts receivable, record keeping and bank reconciliation.

Duties may include:

- Preparation and submission of bi-weekly payroll to ensure all employees are paid according to legislation and contract.
- Liaise with employees with regards to payroll and benefits.
- Preparation of invoices and monitoring of accounts to ensure timely collection of receivables.
- Tracking, coding and preparation of payments for approval, ensuring that the Payables for the Commission are kept within agreed terms.
- Communicating with stakeholders, contractors, vendors and the general public to ensure their expectations are met.
- Managing expenditures, tracking financials, cash handling, cash and fare processing, working with third party point of sale vendors
- Coordinating the financial aspects of the Electronic Fare Collection system to ensure accurate reporting and cash fare collection.
- Overseeing all office administrative contracts (i.e. copier, office lease, office cleaning, cell phone etc.),
- Assisting with preparation of financial documentation as required.
- Preparation for the annual year-end audit process under the direction of the Financial Controller.
- Assists in tracking and resolving of customer inquiries and issues.
- Provides courteous and positive public relations with internal and external customers.
- Providing relief support for Customer Service Representatives to ensure client needs are met.
- Other duties as required.

This position will require a very organized, multi-tasking individual who understands or can learn the complexities of financial management within a public organization.

Qualifications:

Education (minimum)

- High school diploma or G.E.D.



- Completion of an accounting or bookkeeping diploma training program at a recognized, accredited post-secondary college or technical school.

Experience

- Minimum three (3) years directly related administrative, coordination, and/or supervisory experience in a demanding, fast paced office environment.
- Experience in working with numbers, statistics, management of data.
- Experience dealing with the public.
- Experience in customer service preferably in the public sector.
- Municipal government experience is an asset.
- Public transit, transportation experience considered an asset.

Knowledge, skills, and abilities

- Considerable knowledge of software applications, particularly QuickBooks or other financial software, plus MSOffice applications.
- Financial, accounting, bookkeeping experience.
- Excellent organizational, public relation and time management skills.
- Must be able to multi task to achieve deadlines and meet the needs of multiple stakeholders.
- Ability to work independently, create own direction, must be able to set own achievement targets.
- Excellent oral and written communication skills in English.
- Excellent proof reading skills, as it relates to grammar, spelling, punctuation and accuracy within financial programs.
- Ability to perform duties calmly and efficiently and provide information and general assistance to internal staff and the public.
- Knowledge of general office organization and proficiency in the operation of all general office equipment.

Working Conditions

This position is primarily an office position with weekday hours (35-hour work week). Some external meetings will be required, and the position has significant contact with the public and other employees. The office environment has moderate noise levels, controlled temperature, and no direct exposure to hazardous physical substances.

This position is full time and is eligible for the Local Authorities Pension Plan and Health/Dental benefits as a member of the BVRTSC plan with Manulife. We offer a relaxed but professional office environment, Active Living Purchase Assistance Loans, Roam Public Transit Pass, flexible working hours and more.