



INTERNAL JOB POSTING

Please be advised this is a non-union position

Payroll / Accounting Technician (FULL-TIME TEMPORARY)

Grande Spirit Foundation is recruiting for a Payroll / Accounting Technician which will be a full-time temporary role working with an amazing Accounting & Finance team.

This role requires a skilled payroll and accounting technician who is an expert proficient in benefits and accounting support for a not-for-profit union and non-union environment. Some of the responsibilities could include but are not limited to bi-weekly payroll processes, ensuring the accurate and timely process of employee timecards, preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans. Also, to maintain employee records, annual T4s, and completing employee letters and ROEs. Furthermore, this position shall address all payroll and employment standards questions and enjoy challenges in research, recommendations, and taking the initiative.

Please note that this position will also require excellent communication skills, with the ability to communicate about accounting information and payroll topics. Other duties may be assigned, as necessary, by this position's direct report, the Finance Controller.

Minimum Qualifications:

- Post-secondary education in accounting, business, or other related fields would be considered a strength.
- A minimum of 3+ years of progressive experience in full-cycle payroll processing is required
- Bookkeeping experience will be a consideration as an asset
- Strong knowledge of payroll and accounting processes, laws, and regulations
- Experience in administrating payroll in an hourly and unionized environment is highly preferred
- Currently or working towards your Payroll Compliance Practitioner (PCP) is ideal
- Ability to successfully learn quickly,
- Excellent attention to detail and accuracy in data entry and calculations
- Handle confidential information with integrity and professionalism
- Strong analytical and problem-solving skills
- Prerequisite: proficiency with computers and knowledge of Microsoft 365 applications such as Word, Excel and SharePoint
- Prerequisite: Valid driver's license
- Prerequisite: Successfully complete a Criminal Record Check
- Adhere to and maintain the GSF health & safety program to ensure the utmost safety for staff, residents, and facilities

Location of Work: Based out of the Central Admin Office

Hours of Work: 8 am to 4 pm (7.5 Hour Shift) Monday through Friday

Some overtime may be required every month

Pay Rate: The hourly wage range is \$27.00 to \$37.00

Start Date: As soon as possible

Apply to Human Resources at HR@grandespirit.org

Note this posting will stay open until the "Right" candidate is selected.