



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 temporary full-time Payroll / Accounting Technician to work with an amazing Accounting & Finance team.

Minimum Qualifications:

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

Summary: The payroll and accounting technician is an expert in benefits and accounting support for both union and non-union employees. Responsibilities include, but are not limited to, bi-weekly payroll processes; accurate and timely processing of employee timecards; preparation and verification of earning statements for employees, indicating gross and net salaries, and deductions such as taxes, union dues, garnishments, insurance, and pension plans. Maintenance of employee records, annual T4s, and completing employee letters and ROEs required. Ability to 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.

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 resumes@grandespirit.org

This posting will stay open until the successful candidate is selected.