



### **Junior Accountant - Payroll/Accounting Clerk**

Located in the Okanagan Valley, the District of Summerland (population 11,700) boasts a small-town atmosphere, beautiful outdoor environment and a great quality of life. The District has an exciting opportunity for a knowledgeable individual as a Payroll/Accounting Clerk.

The Payroll/Accounting Clerk is responsible for all aspects of payroll for approximately 100 District employees, monthly reconciliations of bank accounts, GST and PST remittances, administration of employee benefits, weekly indemnity, pension plans and more.

Required qualifications:

1. Successful completion of a recognized accounting degree.
2. Minimum of 5 years' work experience or equivalent combination of education and experience including completion of the Payroll Practitioner (PCP) Certification Program.

The successful applicant will be a team-player, have an attention to detail, and be able to work under pressure to meet deadlines.

This is a Canadian Union of Public Employees (CUPE) position and offers a salary range of \$29.48 - \$32.76 per hour as well as a competitive benefits package.

Qualified applicants may submit their resume to [hr@summerland.ca](mailto:hr@summerland.ca) by 4:00pm Friday, January 26, 2018. Please see below for a complete job description and information on submitting a cover letter and resume.

We thank all applicants for their interest; however, only those short listed will be contacted.

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND  
JOB DESCRIPTION**

**JUNIOR ACCOUNTANT -  
PAYROLL/ACCOUNTING CLERK**

**Pay Grade: 09  
Reviewed: January 2018**

**JOB SUMMARY**

Reporting to the Manager of Financial Services, the Payroll Accounting Clerk is responsible for all aspects of the bi-weekly Union, Exempt and Council full cycle payroll including, but not limited to, the performance of related procedures and reconciliations.

**NATURE AND SCOPE OF WORK**

1. Prepare full cycle bi-weekly payroll for council, salaried and hourly staff ensuring payroll and all applicable reporting is accurate and timely.
2. Prepare periodic remittances required for payroll source deductions, benefit plans, Work Safe BC, Union Agreements, superannuation and federal and provincial tax filings.
3. Maintain, support and administer the District's employee benefits, weekly indemnity and pension plans.
4. Process Retroactive Provincial Home Owner Grants; administer the Property Tax Deferment program; administer the Property Tax Pre-Authorized Payment program and update property tax records as required.
5. Prepare monthly reconciliations including bank accounts, GST and PST remittances as well as business licences receivable.
6. Provide assistance and/or relief to the Cashier for the full scope of the position.
7. Perform general Finance Department duties as assigned.

## **REQUIRED SKILLS AND KNOWLEDGE**

1. Necessary knowledge of full cycle accounting including reconciliation of accounts, journal entries and year-end procedures.
2. Necessary knowledge of full cycle payroll procedures including government regulations, union contracts, fringe benefit contracts, reporting requirements and year-end filing procedures.
3. Necessary knowledge of Municipal Bylaws and the Municipal financial systems including specialized records and data flow.
4. Ability to exercise courtesy and tact in exchange of information with other employees and the public.
5. Ability to prioritize work load and work under pressure to meet deadlines.
6. Excellent knowledge and experience working with Microsoft Office programs, specifically Excel, Word and Outlook. Preference will be given to candidates with experience using iCity VADIM software.
7. Aptitude for meticulous detail and arithmetic accuracy in recording transactions.
8. Ability to communicate effectively; orally and in writing.
9. Ability to maintain strict confidentiality.

## **REQUIRED TRAINING AND EXPERIENCE**

1. Successful completion of a recognized accounting degree.
2. Minimum of 5 years' work experience or equivalent combination of education and experience including completion of the Payroll Practitioner (PCP) Certification Program.

## **HOURS OF WORK**

Normal office hours.