



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

Accounts Payable & Payroll Coordinator

Job ID	8F-32-4A-B5-CE-15	
Web Address	https://careers.indigenous.link/viewjob?jobname=8F-32-4A-B5-CE-15	
Company	Coastal First Nation Great Bear Initiative	
Location	Vancouver, British Columbia	
Date Posted	From: 2022-03-29	To: 2022-09-25
Job	Type: Fixed-term	Category: Office
Job Start Date	June 6, 2022	
Job Salary	\$50 - \$55,000.00 Per Annum	
Languages	English	

Description

ACCOUNTS PAYABLE & PAYROLL ADMINISTRATOR

Full-time Position - Maternity Leave Coverage

About The Coastal First Nations - Great Bear Initiative:

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us at www.coastalfirstnations.ca

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

Who we are looking for:

You are highly organized and very detailed oriented with demonstrated expertise in Accounts Payable, Benefits and Payroll Administration. You are a self-starter and are tactful and discreet when working with sensitive and confidential information.

You thrive working in a supportive team environment. You are excellent at prioritizing and managing multiple tasks and deliverables; you are good under stress, and you know how to ask for help when needed. We are in a high-growth phase so we are looking for someone who enjoys a fast-paced and agile environment and has strong accounts payable and payroll administration experience.

What we offer:

We offer meaningful work. We give back to our communities, our land, our sea, our economy, and our environment. In addition to working with an inclusive, supportive, caring group of people, we offer a competitive compensation package which includes:

- Three (3) weeks annual vacation
- An additional two (2) weeks paid time off during the festive season
- One (1) additional paid week off for cultural/family leave

- A generous registered pension plan
- A healthy extended benefit plan
- A chance to make an impact while being part of a progressive, dynamic team

About the position:

Position: ACCOUNTS PAYABLE & PAYROLL ADMINISTRATOR

Reports to: SENIOR BOOKKEEPER

Location: VANCOUVER - HYBRID: REMOTE & IN PERSON OR FULLY REMOTE

Start Date: JUNE 6, 2022 OR EARLIER

Term: 12 - 18 MONTHS

Salary range: \$50,000 TO \$55,000 PER ANNUM (negotiable, commensurate with experience)

Status: FULL-TIME, TEMPORARY - MATERNITY LEAVE COVERAGE

As the Accounts Payable Administrator you will be responsible for planning, organizing, and executing all aspects of the accounts payable function. Working closely with the Finance and Administration team, as well as Project Managers, you will receive and process purchasing correspondence, complete data entry invoices for cheque runs, research account activity, work with vendors, reconcile statements, manage billing concerns, and perform other accounting duties as assigned.

As the Payroll Administrator you will ensure that the payroll for all employees is accurately prepared and administer all benefit programs. You will record all payroll expenditures will assist with payroll projections when needed.

Responsibilities

1. Financial Transactions:

- Enter day-to-day financial transactions into accounting software for GBI.
- Process accounts payable for vendors, employees and Project Managers, including entering and paying bills; and preparing cheques or pre-authorized debits for signature.
- Ensure all bills have been pre-approved and pre-coded (follow up with Senior Bookkeeper, Finance Controller or Project Managers as required).
- Process and monitor accounts receivable; alert Senior Bookkeeper and/or the Finance Coordinator (Controller) on any overdue receivables.
- Prepare bank reconciliation (with all supporting documents) for Senior Bookkeeper's review and finalization.
- Reconcile credit card statements to holders' expenditure reports; follow up with Director of Operations and CEO on any missing supporting receipts.
- Enter payroll (with coding provided by the Senior Bookkeeper and/or Finance Coordinator (Controller) to various projects and reconcile as required to CRA PD7A and third-party software (PayWorks).
- Review and reconcile petty cash balance with expenditure records.
- Review the general ledger and registers for completeness.
- Post recurring journal entries as required.
- Conduct self-reviews to check for accuracy

2. Payroll and Benefits Administration:

- Using PayWorks, input, administer, and process the semi-monthly payroll accurately and on a timely basis.
- Keep the payroll system current by onboarding and offboarding employees, updating employee

salaries, taxable benefits, and other deductions, as well as producing Records of Employments.

- Complete year end payroll tasks (e.g. reconcile and distribute T4s, T2200s, and etc.).
- Respond to inquiries from employees, government agencies, and/or other third parties.
- Maintain detailed records and documentation of all payroll functions and processes.
- Administer group benefits programs by adding new enrolments, updating salary and coverage modifications, and removing past employees.
- Liaise with contracted payroll company and Service Canada as needed.
- Download payroll reports from PayWorks and CRA .

3. Maintain Files and Documents:

- Manage the payables email for all incoming bills, receipts and requests
- Maintain electronic files related to bookkeeping and accounting (as outlined in the Financial Processes and Procedures manual).
- Follow and update the Financial Processes and Procedures manual ensure it is current, accurate and compliant.

4. GBI Contracts:

- Set up all contracts from funding organizations
- Create electronic contractor and sub-contractor files
- Allocate direct and indirect costs in accounting software to funders and projects.
- Maintain the Projects and Contractor Register.

5. Relationships with internal parties:

- Forge strong relationships with a variety of employees, managers, partners, vendors and partners.
- Collaborator, able to work independently as well as with others.
- Be approachable, professional, personable and able to build harmonious working relationships with co-workers and all external stakeholders.
- Meet with the Senior Bookkeeper and Finance Coordinator (Controller) on a regular basis
- Raise any issues, challenges, or opportunities for improvements.
- Assist with additional assignments or tasks as required.
- Follow-up on action items by completing tasks and documenting results.
- Determine efficient means of communication.
- Managing e-mails and communications with employees, program managers and vendors
- Exchange information reports etc. as needed.

6. Participation in Employee Meetings

- Participate and contribute positively to scheduled meetings.
- Celebrate successes and troubleshoot challenges.
- Follow-up on action items; completing tasks and documenting results.
- Volunteer to chair a meeting if selected.

Other related duties as required.

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Qualifications: Education and Experience

Education:

- Completion of Grade 12 (High School Diploma)
- Post-secondary bookkeeping certification; or a minimum 5 years' hands-on full-cycle bookkeeping experience

Experience:

- Five years' experience in accounts payable, payroll administration and office administration.
- Experience working in the non-profit or construction industry an asset.
- Previous working knowledge and experience working with Indigenous organizations and communities is a definite asset.
- Good understanding how a non-profit Society operates.

Skill Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation - Great Bear Initiative's mission and vision required.
- Practical experience and intermediate knowledge of Microsoft Office applications, Teams and Outlook.
- Advanced Excel and Adobe Acrobat skills, knowledge and experience.
- Exceptional knowledge of the principles of financial accounting, payroll processing and BC Employment Standards.
- Solid knowledge and experience with QuickBooks Desktop and other accounting programs
- Strong problem-solving and analysis skills, with the ability to make sound decisions.
- Able to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Able to exercise diplomacy, tact and good judgment in recognizing scope of authority and in protecting confidential information.
- Highly organized, detailed oriented, patient and able to prioritize tasks.
- Excellent written and spoken English required.
- Exceptional listening and conflict resolution skills.
- Able to perform administrative duties with deliberate speed and accuracy and without immediate and constant supervision.
- We have a number of COVID-19 safety measures in place. This includes a requirement for all new employees to provide proof of full vaccination, prior to their first day of work or the start of their employment. We will consider an accommodation for anyone who's unable to be vaccinated due to a protected ground as defined by the Human Rights Code.

Credentials

Proof of Vaccination

References

Criminal Records Check

Work Environment

Office and from home - hybrid

How to Apply

How to Apply:

Interested candidates are invited to submit the following to careers at careers@jouta.com no later than Monday April 11, at 5:00 pm PST.

- 1) A letter of interest, outlining how your previous experience and education would support this position.
- 2) A most recent C.V.
- 3) Contact information for two references.

The successful candidate must provide references and a clear criminal records check and proof of

vaccination. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity we welcome and are open to discuss flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.