

Accounting and Payroll Clerk

Job Title:	Accounting and Payroll Clerk	Company:	H.R. MacMillan Space Centre
Industry:	Museum/Space Science Centre	Position Type:	Full-Time
Location:	1100 Chestnut Street, Vancouver, BC. V6J 3J9	Date Posted:	June 29, 2024
Starting Wage	\$29.62 per hour plus benefits	Posting Expires:	August 01, 2024
Pay Range (Steps 1 to 5)	\$29.62-\$34.74		

Job Description

Position Overview

The H.R. MacMillan Space Centre is seeking a dynamic individual who will play a key role in performing on-site payroll and accounting related duties. Ideal candidates will have demonstrated experience performing complex payroll duties in a unionized environment; have in-depth knowledge of payroll-related legislation, accounting records and QuickBooks.

This is an on-site Full-Time staff position within the Administration department of the H.R. MacMillan Space Centre. The day-to-day reporting is to the Director of Finance and Administration and hours of work includes weekday mornings and afternoons. This position is responsible for maintaining clerical records, inputting information to computer systems, generating reports, reviewing information for reasonableness and accuracy, validating, balancing and correcting errors and answering inquiries.

Duties include maintaining payroll and accounting records; receiving, reviewing, and processing employee documentation for payroll related transactions and for distributing charges to specific departmental accounts and for checking varied accounts for errors, adjustments and balances in accordance with established procedures. Work performance is evaluated by a superior on the basis of accuracy, completeness, timing and services rendered.

About H.R. MacMillan Space Centre

- HR MacMillan Space Centre bring over 50 years of industry experience in the Museum and education industry. We provide a unique learning experience for schools and the public through our programs/shows, activities, demonstrations and interactive exhibit experience. We are a relatively small-sized lean crew that emphasizes the quality of our service and ensures the customer experience is top quality.

Our Commitment to Employment Equity

- At the HR MacMillan Space Centre we sincerely believe that diversity, equity, and inclusion (DE&I) must be a part of how we function and operate as an organization. As

such, were committed to ensuring that all qualified applicants regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or any other identifiable characteristics are encouraged to apply for employment at the HR MacMillan Space Centre.

Duties and Responsibilities

Include but are not limited to:

- Review invoices for accuracy and completeness, and codes and matches to requisitions, purchase orders, and contracts; calculates and processes entries into accounting software; performs routine review of outstanding aged accounts payable listing and makes notations for review and confirmation by a superior.
- Create and post invoices to General Ledger (GL) in preparation for payment; prepares accounts payable listing for payment approval; prepares and runs cheque batches and/or processes online payments; reconciles SOCAN fees and prepares related reports.
- Maintain various GL accounts, including reconciliations and remittances for: Canada Revenue Agency Canada (Tax, CPP, EI); Municipal Pension Plan (MPP); CUPE 15; Health Plans (employee savings plan, extended health/dental plans, life insurance); and WorkSafe BC quarterly payments and year-end payments and reconciliation; processes related reports for above and prepares payments.
- Maintain payroll records, processes documentation and employee changes to pay and benefits: processes including terminations; processes salary and benefit recoveries and allocations; calculates and processes retroactive data; calculates final pay based on the interpretation of collective agreement and CRA regulations; completes Records of Employment (ROE) and T4s.
- Process bi-weekly payroll and adjustments; ensures payroll systems are up to date, reviews payroll reports for accuracy, resolves any discrepancies, reconciles payroll accounts, and completes accounting process for bi-weekly payroll including payroll summaries for entry into accounting system.
- Maintain rates, updates and changes in MPP, WorkSafe BC, Health and Benefit plans, and informs a superior of rate changes; prepares and files various government regulatory reports and remittances.
- Perform accounts receivable functions including: printing and sending out outstanding invoices; contacting customers regarding overdue accounts; maintaining customer payment status records.
- Prepare and process accounting system deposits; maintains and updates cash flow records; reviews bank statements against deposits; and enters information such as withdrawal cheques and payroll expense.
- Reconcile monthly bank statements; post accounting system Revenue Deposit Report /Revenue Report to excel spreadsheet and balances and posts to GL; checks, balances and reconciles GL and Trial Balance; prepares reports for auditors to show monthly

reconciliations, payments, outstanding invoices; prepares year-end report to auditors and responds to requests for supporting documents.

- Complete month-end financials and related analysis for the board.
- Performs related work as required.

Qualifications

- Payroll Compliance Professional (PCP) designation.
- Two years of prior payroll experience is an asset.
- A bachelor's degree in accounting or finance; plus considerable related experience; or an equivalent combination of training and experience.
- Experience working with the public in a museum/space science centre environment
- Considerable knowledge of HRMSC regulations, collective agreements and practices applicable to salary and benefits administration.
- Computer knowledge (Excel, Word, Outlook, ADP and ATMS)
- Prior experience in the use of QuickBooks is preferred.
- Ability to perform administrative duties related to work

Knowledge, Skills and Abilities

- Strong organizational skills and attention to detail and record keeping.
- Knowledge/experience working with computer based technology.
- Working knowledge of the principles, rules, methods and practices of bookkeeping and accounting related to preparation and processing of accounts payable and receivable and payroll including journal entries and related remittances and reconciliations.
- Able to work independently.
- Able to work under time constraints and multi-task in fast-paced work situations.
- Ability to communicate effectively orally and in writing.
- Have the ability to maintain confidential information regarding clients, other employees; and the ability to adhere to the Space Centre's confidentiality Agreement.
- Ability to understand and apply regulations, agreements and procedures concerning accounting, payroll and benefit matters.
- Ability to analyze information, identify and resolve problems and communicate resolutions to employees.
- Ability to control and balance varied ledgers and to prepare entries for standardized financial statements and reports.
- Ability to make calculations with speed and accuracy and to maintain sustained attention to detail in checking, preparing and recording accounting and payroll information.
- Interpersonal skills and client service orientation.
- Able to successfully complete training.

Working conditions

- Must be able to work on-site at the H.R. MacMillan Space Centre.

- Work atmosphere is professional and cordial.

Work schedule:

- On-site (Monday to Friday)
- Mornings, Days, evenings shifts and/or weekends.

Training:

- On-site and on-the-job training

To Apply:

Email Resume to the HR and Operations Director (Monty Puaar): careers@spacecentre.ca