



## EMPLOYMENT OPPORTUNITY

### Financial Administrator - Payroll and Benefits

Under the supervision of the Team Leader of Human Resources the Financial Services Administrator is responsible to provide Payroll, Benefits and General Ledger services to KSCS.

#### Required Education & Experience:

- DEP in: Accounting, Secretarial, etc. with two (2) years related work experience.
- Minimum high school diploma with five (5) years related work experience.
- A valid driver's license and access to a vehicle.

**Status:** Indefinite full-time position, with a 6-month probationary period.

**Salary:** Starting at \$29.74/hour.

**Schedule:** 35 hrs/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, January 3<sup>rd</sup>, 2024, at 4:00 pm.

**GENERAL INFORMATION**

<b>Code:</b>	F12
<b>Job Title:</b>	<b>Financial Services Administrator Payroll and Benefits Administration</b>
<b>Department:</b>	Internal Operations
<b>Date of Job Description:</b>	July 2016
<b>Job Reports To:</b>	Team Leader of Human Resources

**JOB DESCRIPTION SUMMARY**

Under the supervision of the Team Leader of Human Resources the Financial Services Administrator is responsible to provide Payroll, Benefits and General Ledger services to KSCS.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

Processes one or more of the following: new hires, terminations, status changes, tax changes, deductions, direct deposits, time sheet data, rate changes, retroactive adjustments and special pays; maintains vacation, sick leave and worker's compensation records; compiles reports on base and premium pay; posts entries to journals and ledgers; prepares monthly reconciliation of related accounts, prepares tax deposits and reports; generates and distributes checks; and researches and produces special reports. Assists compensation staff in data gathering for compensation survey inputs. Supports legislative audits as required.

Decisions are based on independent judgment often requiring further investigation and evaluation and are within generally defined parameters and in alignment with business objectives. Alters approach or recommends broader procedural changes to accomplish desired results. Recommendations and decisions are generally accepted as accurate and sound. Seeks consultation or guidance as needed.

Generally requires completion of a High School Diploma and 3-5 years relevant experience, or equivalent. A college/CEGEP certificate relevant to the field is usually expected. At this level, transition into a specialized or technical family may occur.

**CORE RESPONSIBILITIES AND DUTIES**

<b>Core Responsibilities</b>	<b>Duties</b>
<b>Provides all Payroll services.</b>	<ul style="list-style-type: none"> <li>➤ Prepares weekly payroll including new contracts, amendments, renewals and updates, revises benefits, terminates, issues vacation, and ROE via Desjardins payroll system over the Internet.</li> <li>➤ Prepares weekly distribution of payroll.</li> <li>➤ Posts weekly salaries and benefits amounts to general ledger accounts.</li> <li>➤ Prepares monthly remittances, check requisitions, and inter-organization invoicing.</li> <li>➤ Maintains employee records including invoicing.</li> <li>➤ Advises staff on payroll issues.</li> </ul>
<b>Provides Benefits Administration.</b>	<ul style="list-style-type: none"> <li>➤ Ensures required deductions and benefits forms are completed.</li> <li>➤ Maintains monthly schedules and reports for Federal and Provincial Tax deductions, M.S.I., U.I.C., health insurance, pension plan, Coffee Fund, Christmas Club, Plan and Canada Savings Bonds.</li> <li>➤ Ensures Pension Enrolments/Terminations, follow-up, monthly schedules, DIA bi-annual schedules and annual pension reports are completed.</li> <li>➤ Ensures required deductions and benefits forms are completed.</li> </ul>
<b>Provides General Ledger Services.</b>	<ul style="list-style-type: none"> <li>➤ Processes Financial Statements as per funding arrangements.</li> <li>➤ Posts and verifies all Payroll transactions, activities / batches into the General Ledger.</li> <li>➤ Ensures general ledger payroll accounts are reconciled monthly.</li> <li>➤ Prepares monthly reconciliation of payroll accounts, payroll journals and employee earnings and deduction records, prints hard copy and archives these.</li> </ul>
<b>Reporting Audit and Year End</b>	<ul style="list-style-type: none"> <li>➤ Participates in annual audits by preparing all required employee documents, payroll accounts reconciliation schedules, lists etc, and employee transactions documents, reconciliations, schedules, etc.</li> <li>➤ Prepares year-end pension plan reports, balances to deductions/remittances for the fiscal years and year-end adjustments in preparation for T4 and Releve 1 printing.</li> </ul>
<b>Provides additional and back up responsibilities to the financial team.</b>	<ul style="list-style-type: none"> <li>➤ May be required to print out monthly financial reports for each program.</li> <li>➤ May be required to prepare monthly bank reconciliations for general cash accounts.</li> <li>➤ May be required to prepare and send out final reports to funding agencies based on funding agreement report dates.</li> <li>➤ May be required to back up the Financial Administrator for Accounts Payable and Receivable Services.</li> <li>➤ May be required to provide purchase order numbers to the KSCS Service Areas.</li> </ul>

	➤ May be required to provide back up assistance to the KSCS Third Party clients.
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

COMMUNICATIONS	
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<b>Team Work:</b>	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Commonly provides information that must be understood and explained.
<b>Training:</b>	➤ Occasionally required to train or give information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
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<b>Environment:</b>	➤ Regular work week, some flexible hours.
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress.
<b>Deadlines:</b>	➤ Some tight deadlines (unplanned)

ACCOUNTABILITY	
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- To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To ensure the provision of a successful weekly payroll system.
- To ensure the provision of a successful administration of benefits service.
- To ensure the provision of effective accounts payable and receivable services.
- To ensure the provision of effective monthly reports to each program.
- To maintain confidentiality practices.

QUALIFICATIONS	
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<b>Education and Experience required</b>	<ul style="list-style-type: none"> <li>➤ DEP in: Accounting, Secretarial, etc. with two (2) years related work experience.</li> <li>➤ Minimum high school diploma with five (5) years related work experience.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Acc Pac and Excel, Desjardins Services and Internet.</li> <li>➤ Excellent computer skills.</li> <li>➤ Ability to meet deadlines commonly need to be met on Payroll day, Accounts Payable check day, at month-end and at year-end.</li> <li>➤ Knowledge and/or experience with supervision.</li> <li>➤ Ability to work under pressure and meet deadlines.</li> <li>➤ Ability to multitask.</li> <li>➤ Ability to professionally respond to inquiries from clients and or staff.</li> <li>➤ Ability to calm situation(s) if need be.</li> <li>➤ Ability to work independently and in a team setting.</li> <li>➤ Ability to use discretion when handling confidential documentation.</li> <li>➤ Strong verbal and communication skills.</li> <li>➤ Strong interpersonal skills.</li> <li>➤ Strong organizational skills and ability to prioritize.</li> <li>➤ Strong mathematical skills.</li> <li>➤ Regular work week, including some overtime on evenings and weekends.</li> <li>➤ Moderate to high stress associated with meeting deadlines.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Kanien'keha.</li> <li>➤ A valid driver's license and access to a vehicle.</li> </ul>

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**Immediate Supervisor**

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**Incumbent**

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**Date**