

INTERNAL AND EXTERNAL POSTING

POSTING: HEU Posting 015H23
STATUS: Temporary Full Time
CLASSIFICATION: (10704) Payroll Clerk
DEPARTMENT: The Views; PCN #389
EFFECTIVE DATE: TBD
END DATE: Return of Incumbent
HOURS: 75 Hours Bi-Weekly (1.0 FTE)
SALARY: \$26.93 Per Hour
Days; Monday-Friday; 08:00-16:00; Hours; Days Off; Weekends

JOB SUMMARY:

Reports to the Payroll Supervisor, analyzes records rejected from the time entry system interface, correcting known errors, identifying, and correcting new errors and notifying timekeepers of changes to input or processes. Performs payroll accounting duties in the accumulating, recording, and processing of data for payroll such as time and/or earning adjustments (for current or prior periods), manual payments, accrual bank payouts or adjustments, local travel reimbursement, cancelled payments, WCB net pay calculations and EI Records of Employment according to established standards, policies, and procedures. This position is required to use a computer and a variety of software programs at an intermediate level.

QUALIFICATIONS:

Education Training & Experience:

Grade 12 plus two years recent related experience or an equivalent combination of education, training, and experience.

Skills and Abilities:

- Working knowledge of computerized payroll systems.
- Ability to type at 50 w.p.m.
- Ability to organize work.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.

This posting will remain open until successfully filled. All internal applicants received by 08:30 am March 2, 2023, will be given first consideration. Please apply via email to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you. Human Resource Services

DATE: February 23, 2023