

EMPLOYMENT OPPORTUNITY

Payroll Accountant

Posting Date: 10th September 2019

Reports to: Controller

Company Overview

The K'uL Management Group was formed to foster the development of a sustainable economy for the Penticton Indian Band. K'uL Group is the “for profit” business investment and development division of the Penticton Indian Band and is the umbrella organization that holds the corporate business investments; it is responsible for the overall management of the band’s business portfolio.

Position Overview

K'uL Management Group is looking to hire a reliable Payroll Accountant. The Payroll Accountant is a full-time position reporting to the Controller. Under the direction of the Controller, the Payroll Accountant will be responsible for a wide array of payroll and financial duties which include, but are not limited to, processing the payroll of employees for each pay period as well as maintaining accurate payroll records. This position is responsible for all activities and resources of the payroll system and to ensure the timely, accurate and efficient production of payroll and related services.

Key Responsibilities:

- Processing of bi-weekly payroll for all employees – salary and hourly
- Entering of new hires, employee changes, and deductions into the payroll system and ensuring changes are accurate
- Complete monthly payroll journal entries as required
- Prepare salary, benefit and pension budgets
- Administer all the activities of payroll including bi-weekly runs and electronic submission
- Maintain and submit Records of Employment
- Reconcile and remit monthly premiums for employee benefits and pension
- Reconcile and remit monthly PD7A forms to CRA and year-end T4 forms
- Month-end general ledger reconciliations for all payroll accounts
- Prepare year-end working papers and provide assistance during audit for all payroll items
- Create and monitor vacation, sick leave, stat pay etc.
- Accurate preparation of annual T4 slips and balance summaries for review
- Prepare and file WCB payments and upload online
- Respond to inquiries regarding payroll related accounting issues
- Liaise with other departments such as HR and Operations, as required
- Other duties as assigned

Skills & Qualifications

- Grade 12 and recognized payroll certificate
- Two years of recent related experience in a computerized payroll environment
- Excellent oral and written communication skills and the ability to interact well with others
- Maintain confidentiality and privacy of employee and financial information
- Ability to follow direction and procedures and work independently as well as a contributing member of a team
- Good organizational, problem-solving and conflict resolution skills
- Ability to work under pressure, time constraints and prioritize workloads to meet deadlines
- Valid BC Driver’s license

Working Conditions

- Office setting
- Manual dexterity required to operate computer and peripherals
- Sitting at workstation for extended periods of time
- Overtime may be required

K'uL Group of companies offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume to the attention of: Manager, Human Resources, Email: jerrett@kulgroup.ca**. The closing date for this competition is: September 24, 2019 at 4:00 p.m.

*The K'uL Management Group of companies provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons who are members of the Penticton Indian Band, to persons who are of the Okanagan Nation, to persons who are of Indigenous heritage, First Nation or Metis'. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***