



PAYROLL AND FINANCE SPECIALIST

Anticipated Start Date: January 2, 2019 (37.5 hours per week)

PAYROLL/HUMAN RESOURCES (50%)

- Process biweekly payroll including, but not limited to new hire process and onboarding, benefit and pension administration, employee bank updates, compensation updates, termination processes and payroll reconciliations.
- Reconcile and report payroll and financial data to appropriate agencies including benefit and pension reconciliation, generation of T4s, PIER Reporting, regular payroll reconciliations
- Creating and maintaining HRIS reports for payroll and benefits administration
- Reconcile payroll journal entries to Financial Statement
- Liaise with internal staff relative to payroll administration, inquiries, onboarding and payroll database management
- Maintain and update HRIS relative to payroll processes

FINANCIAL ACCOUNTING (50%)

- Prepare bank reconciliations
- Prepare Journal entries and GL reconciliations
- Generate draft financial statements
- Assist in the daily bank deposit and serves as back up
- Assist with process for stock and mutual fund donations
- Prepare wire transfers
- Support Foundation cash and internal financial controls with other members of Finance team
- Conduct accounting duties while maintaining checklists and controls
- Act as Accounts payable back up (includes cash and Visa expense claims)
- Act as backup to monthly corporate credit card expense claims process
- Prepare monthly working paper files to support financial statements
- Review Specified Endowment requests for accuracy and generates monthly reporting
- Prepare monthly disbursement reconciliation to the Health Centre
- Analyze variances and issues
- Prepare biennial HST remittances
- Prepare annual audit working papers and assists with interim and year-end audit
- Assist Manager to ensure timely and accurate financial reporting to Foundation Executive and Board of Trustees

Education, Experience & Qualifications

- Bachelor's degree in Business with focus on Accounting/Human Resources
- Payroll designation and/or relevant payroll and benefits administration experience
- 5+ years' relevant experience in Accounting/Finance and Payroll/Human Resources
- Working knowledge and proficiency in an ERP batch accounting software system, ideally MS Dynamics GP
- Intermediate level MS Office Suite is required
- Raiser's Edge experience considered an asset
- Not for profit fund accounting experience considered an asset
- Attention to detail and accuracy
- Effective interpersonal skills
- Innovative approach to problem analysis and problem solving

If you wish to apply for this position please send resume, cover letter and why you want to work for the IWK Foundation to Jeff Hunter, Manager, Human Resources & Administration at jeff.hunter@iwk.nshealth.ca.