

ACCOUNTING & PAYROLL COORDINATOR

REPORTS TO: Finance Manager

REVIEW/REVISION DATE: Oct 12, 2018

Summary

Under the direction and supervision of the Finance Manager, the Accounting & Payroll Assistant supports the Manager, Finance in the effective and responsible maintenance, reporting and management of Community Living Glengarry's finance and payroll processes in accordance with Generally Accepted Accounting Principles (GAAP). The Accounting & Payroll Assistant ensures that daily accounting and payroll functions run accurately and effectively.

The following section represents the Key Accountabilities for this role. At times, the Accounting & Payroll Assistant may be called upon to perform other duties such as process incoming and outgoing mail, maintain inventory of supplies and office equipment, in support of Community Living Glengarry's operation and changing business needs.

Key Accountability #1 Accounting

- Apply accounting knowledge and understanding of financial concepts, terminology and accounting systems, as well as administrative skills, in support of the Manager, Finance.
 - Complete a monthly accountabilities checklist and submit timely to the Manager, Finance.
 - Support the analysis and audit of financial information by compiling information and completing data entry in a thorough and accurate manner.
- Maintain thorough and accurate financial records using financial software programs
 - Prepare deposits, financial reports and reconciliation of bank statements.
 - Enter business transactions such as: purchase orders, accounts payable, accounts receivable, disbursements, expense/fleet vouchers and receipts.

Key Accountability #2 Payroll

- As required, support the Payroll Administrator in the administration of payroll for a workforce of approximately 90 people.
 - Learn and navigate with ease the ADP Workforce payroll system.
 - Respond in a timely and accurate manner to employee and management payroll queries and issues.
 - Incorporate appropriate payroll deductions, with changes as required, into a periodic payroll.
 - Communicate pay and pay-related information to employees.
 - Ensure that employee timecards are completed on schedule and provide training support.
 - Investigate and resolve payroll issues.
 - Provide feedback in the development of payroll-related policies and procedures.

Key Accountability #3 Collaborative Teamwork and Support

- Foster and participate in a team environment.
 - Work collaboratively with colleagues within the organization.

- Share information proactively with other team members regarding assignments, successes, issues, trends and ideas.
 - Work cooperatively with and contribute to team's efforts to set goals, resolve problems, make decisions, evaluate changes and recommend follow-up actions to enhance organizational effectiveness.
- Demonstrate a health & safety attitude for self and others.
- Adhere to Community Living Glengarry's health & safety policies and procedures; including the use of required personal protective equipment (PPE) when necessary, and reporting hazards, accidents and near misses.
 - Participate in health & safety training and be familiar with role-specific hazards.
 - Carry out the required Effort of the position, as based on the Physical Demands Analysis.

SKILL

EDUCATION AND EXPERIENCE

- Post-secondary education in accounting, finance, or related field.
- Minimum of two (2) years' relevant experience.
- Experience in automated payroll systems, preferably ADP.

KNOWLEDGE AND OTHER RELATED SKILLS

- Bilingual (French/English): this position requires achievement of language testing per the Language Policy.
- Advanced communication skills in both official languages: the ability to read and comprehend instructions, correspondence, memos, and government legislation and safety rules. The ability to complete edits for spelling and grammar. Able to speak communicate effectively, including responding to questions from internal and external stakeholders.
- Strong mathematical skills: Present numerical data effectively. Able to add, subtract, multiply and divide in all units of measure; able to compute rate, discounts, interest and percentages.
- Strong reasoning ability: Applies common sense understanding to carry out instructions furnished in written, oral or scheduled form. Deal with day-to-day function of accounting and payroll administration.
- Intermediate to advanced proficiency in technology including office productivity programs, databases and accounting and payroll software (preferably Sage and ADP).

COMPETENCIES¹

- Collaboration: communicating with others both within one's team as well as with individuals, agencies and organizations outside one's immediate work area to create alignment within and across groups.
- Creative problem solving and decision making: demonstrating behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances, including 'thinking outside of the box' and exploring the creative use of resources.
- Initiative: taking action, proactively doing things and not simply thinking about future actions.
- Interpersonal Relations and Respect: dealing with people in a respectful and sensitive manner; truly listening, understanding, accepting and respecting the opinions, feelings, perspectives and motivations of others.

¹ Adapted from the 2009 Report – Building Human Resource Capacity: Core Competencies for Ontario Developmental Services Sector, a collaborative initiative between the Provincial Network on Developmental Services and the Ministry of Community and Social Services

- Planning and Organizing: establishing an efficient course of action to ensure accomplishment of specific objectives and work plans; being able to set time-lines, by judging the level of difficulty of tasks and projects.

Threshold Competencies (required for recruitment)

- Flexibility: adapting to and working effectively within a variety of situations, and with various individuals or groups; adapting one's approach and changing or easily accepting changes in one's own organization or job.
- Self-Control: keeping one's emotions under control and restraining negative responses when provoked or when faced with opposition or hostility from others, or when working under conditions of stress.
- Service Orientation: identifying and serving clients, the public, colleagues, partners, co-workers and peers to best meet their needs; understanding underlying needs of others and using this information to benefit those they serve/support.
- Values and Ethics: depicting conduct, dispositions and viewpoints consistent with personal integrity, as well as concern for, and sensitivity to, fundamental values and ethics of the organization and the profession.

VALUES AND STANDARDS

The values and standards within which the work will be performed include the following:

- Promoting Community Living Glengarry's values and beliefs, including service values
- Best practices in all aspects and functions of the organization's work
- The concept of valued social roles in the lives of people who have a disability as described by the social theory of Social Role Valorization
- The principle of practice of person-centered planning
- The rights of persons with disabilities as prescribed in the UN Convention on the Rights of Persons with Disabilities, the Ontarians with Disabilities Act and related legislation
- All applicable legislative requirements
- A culture of accountability
- An environment that brings out the best in people; creates an environment that fosters high performance, collaboration, innovation, diversity, learning and initiative
- Strong, positive and trusted relationships across internal and external stakeholder groups

EFFORT

- Manual dexterity and hand-eye coordination for long periods of data entry
- Fatigue resulting from attention to detail (i.e. entering data and verifying calculations), and meeting accounting and payroll deadlines.
- Minimal physical demands such as sitting, walking, standing with reasonable freedom of movement; occasionally required to lift up to 10 kg (e.g., boxes of paper)

WORKING CONDITIONS

- Normally work is performed in an indoor office environment.
- Not normally exposed to disagreeable social and physical conditions.
- Regular contact with individuals receiving support, employees, families and volunteers.
- May be required to work flexible hours, such as occasional evening and weekend hours when required.

EMPLOYMENT CONDITIONS

Specific terms and conditions of employment are specified in organizational policy and the employment contract including but not limited to the following:

- Valid Ontario Driver's License and reliable transportation
- Police Reference Check for the Vulnerable Sector