

Accounting & Payroll Assistant - Full time salaried

The Accounting & Payroll Assistant, working closely with the Controller, is responsible for complete and accurate recording of all the day-to-day financial transactions of the institution. This is a shared task with another Accounting Assistant. In addition, the Accounting & Payroll Assistant, working closely with the Director of Human Resources, is responsible for payroll processing and related payroll functions for faculty, staff, and students employed on campus. The successful candidate will have a positive attitude and an enthusiasm for accounting and payroll and enjoy the challenges of reconciliations, payroll, problem solving, spreadsheets and financial reporting.

Responsibilities:

Accounting (50%)

Following is a list of duties, some of which are shared by two Accounting Assistant positions. Not all duties will be performed by all on a regular basis.

- Accounts receivable processing, including daily sales reports from our on campus café and student and non-student accounts
- Accounts payable processing in multiple currencies
- Data entry of student payment plans and monitoring payments
- Back up for accounts payable processing and preparing deposits
- Monitor outstanding student, individual, and organization accounts
- Preparation of income tax forms including T2202A and T4A for students and staff
- Maintain complete and accurate records and filing system
- Governmental reporting (GST, PST, Accommodation Tax)
- Complete bank and other financial reconciliations
- Accounts receivable and payable data entry for the CommonWord Bookstore and Resource Centre
- Respond to telephone and in-person inquiries from staff, students, visitors
- Receive visitors to the Administration & Finance Department

Payroll/HR (50%)

- Semimonthly payroll processing for faculty, staff, and students employed on campus
- Capable of managing a high volume of documents within tight deadlines
- Maintain accurate and up to date attendance/ vacation accrual records
- Maintain confidential employee data files as it pertains to all active employees, new hires, terminations, salaries, leave of absences etc.
- Maintain, reconcile and update employee benefit records and billings
- Complete month end and year end payroll related reporting
- File remittances to Workers Compensation Board and Manitoba Payroll Tax
- Perform reconciliations for WCB, payroll tax, and year end reporting
- Compile statistical reports as required internally and as required for Statistics Canada
- Provide administrative support to Human Resources, including filing

Qualifications:

- A commitment to the Christian church and CMU's mission, purposes and programs
- An accounting diploma or a combination of education and experience
- Strong understanding and experience with Ceridian or comparable payroll system
- Proficiency in the use of accounting software including QuickBooks and other office related software applications
- Excellent organizational and administrative skills
- Strong interpersonal skills and ability to work in a team environment
- Strong written and oral communication skills
- Strong Microsoft Office Suite skills, primarily Excel

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be accepted until this position is filled. Applicants should send a resume and cover letter along with the names of three references, in confidence to:

hrdirector@cmu.ca