TOWN OF LAKE COWICHAN

Vancouver Island's best kept secret!

PAYROLL AND ACCOUNTS PAYABLE CLERK

Job Title	Payroll and Accounts Payable Clerk	**Department**	Finance & Front Counter
Reports To	Director of Financial Services (CFO)	**Job Classification**	☐ Management ☒ Union
FTE	Casual	**Pay Band/Grid**	$35.1691
Benefits	1. Health and Wellness ☐ Extended Health, Allied Medical Services, Prescription ☐Life Insurance ☐ Accidental Death and Dismemberment ☐Dental ☐ Vision ☐Sick Leave **2. Pension Plan** ☐ Defined Benefit Pension Plan (MPP) ☐ Defined Contribution Pension Plan (RRSP) **3. Training and Development** ☒ Support for Professional & Technical Certificate Renewal ☒ Support for Tuition Reimbursement **4. Work Location** ☒ Onsite ☐ Remote ☐ Hybrid (Mixed of on-site and remote)		

POSITION SUMMARY

The Payroll and Accounts Payable Clerk is responsible for the accurate and timely processing of municipal payroll and accounts payable transactions in accordance with applicable legislation, collective agreements, municipal bylaws, policies, and internal controls. This position ensures employees and vendors are paid correctly and on time, maintains financial records, and provides professional support to staff, departments, and external stakeholders while maintaining a high degree of confidentiality and accuracy.

GENERAL DUTIES

Administrative Support

- Provide clerical and administrative assistance including data entry, filing (electronic and paper), document preparation, photocopying, and scanning.
- Maintain reception area organization and ensure public information materials are current and available.

- Respond to general inquiries from residents, businesses, contractors, and visitors, providing accurate information or directing inquiries to the appropriate department or staff member.
- Maintain a calm, professional, and solution-focused approach when dealing with difficult or sensitive situations.
- Answer and route incoming telephone calls promptly and professionally.
- Respond to general email and written inquiries or redirect as appropriate.

Payroll Administration

- Process regular and off-cycle payroll for municipal employees and Council in compliance with applicable collective agreements, employment contracts, and municipal policies.
- Maintain and update employee payroll records including earnings, deductions, benefits, pension contributions, and leave balances on a regular basis.
- Administer statutory deductions and other remittances including CPP, EI, income tax, WCB/WorkSafeBC, MPP, and Benefit Premiums deductions as applicable.
- Prepare and submit payroll-related reports and reconciliations to the Director, or CAO for approval and onto to financial institutions for payment.
- Coordinate year-end payroll processes including T4s, T4As, T5sROEs, and reconciliation of payroll accounts.
- Respond to payroll inquiries from employees and supervisors, resolving discrepancies in a timely and confidential manner.
- Support payroll audits and ensure compliance with internal controls.

Accounts Payable

- Process accounts payable transactions including invoice verification, coding, and data entry in accordance with municipal policies and approval authorities.
- Ensure invoices are accurate, approved, and supported by appropriate documentation prior to payment.
- Prepare payment runs including cheques, electronic funds transfers, and direct deposits.
- Reconcile vendor statements and resolve discrepancies.
- Maintain vendor records and respond to vendor inquiries regarding payments.
- Lead the digitization and modernization of payment methods to enhance transaction efficiency.
- Actively support compliance with trade agreements, procurement policies, and statutory holdback requirements.

Financial Administration & Controls

- Maintain accurate and organized financial records in accordance with municipal retention schedules.

- Assist with monthly and year-end reconciliations of payroll and accounts payable control accounts.
- Support internal and external audits by providing documentation and responding to inquiries.
- Adhere to segregation-of-duties requirements, financial controls, and audit standards.

Reporting & Other Support

- Generate routine financial and payroll reports as required by management.
- Assist the Finance Department with budgeting, financial analysis, and reporting as assigned.

Records, Privacy & Compliance

- Handle with strict confidential payroll and financial information in compliance with FOIPPA and municipal privacy policies.
- Ensure compliance with applicable legislation including the *Employment Standards Act of BC*, *Income Tax Act* of Canada, Pension Plan rules through MPP, and municipal bylaws and policies that governs payroll and financial services functions.

Other Duties

- Support special projects, system upgrades, and process improvements within the Finance and Front Counter Department.
- Provide back-up support to the receptionist, other finance and administrative staff as required to maintain operational service delivery to the community.
- Willingness to serve during a municipal emergency if called upon to do so.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- Highschool diploma or equivalent is required.
- Completion of a recognized post-secondary program (certificate, diploma, degree) in accounting, finance, payroll administration, or business administration is **strongly recommended**.
- Minimum two (2) years of experience in payroll and/or accounts payable processing, preferably in a municipal or public sector environment.
- Payroll certification (e.g., PCP) **is required** (or willingness to be trained up to certification).

Skills

- Strong customer service and interpersonal skills with the ability to interact respectfully and courteously with the public, Council, staff, volunteers, contractors and other stakeholders.

- Strong knowledge of payroll legislation, statutory deductions, and accounts payable practices
- High level of accuracy and attention to detail.
- Proficiency with financial and payroll software including MAIS and Microsoft Office applications (word, excel, outlook, power point), browser, etc.
- Strong organizational and time-management skills with the ability to meet strict deadlines.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Strong analytical and problem-solving skills.
- Ability to work with minimal supervision and as part of a team is essential.

Competencies and Abilities

- Financial accuracy and accountability
- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Continuous improvement mindset
- Adaptability and problem-solving