



# Payroll/Accounting Assistant

## Saskatoon Public Library

<b>Posting Number:</b>	24-13 P
<b>Status:</b>	Permanent, Full-time
<b>Location:</b>	Frances Morrison Central Library
<b>Hours of Work:</b>	36.25 hours per week
<b>Salary Range:</b>	\$61,599.12 – \$72,380.88 annually
<b>Closing Date:</b>	Position will be posted until filled

### Position Overview

The Payroll/Accounting assistant is responsible for various administrative and accounting tasks, such as data management and keeping procedures and process documents up to date. Participation may be required on assigned teams and committees, and an understanding of the rights and responsibilities in relation to contributing to a safe workplace is necessary. This position is also responsible for ensuring compliance with SPL's established policies and guidelines and complying with the Saskatchewan Employment Act.

The Payroll/Accounting Assistant performs all duties while ensuring alignment with the framework of SPL's corporate culture as embodied by the vision, mission, values, goals and objectives outlined in the Strategic Plan. This position performs related administrative duties, such as word processing, maintaining filing and record systems, and photocopying.

### Key Duties

#### 1. Payroll/Time & Attendance:

- Processing payroll time and attendance for salaried and hourly employees to meet payroll deadlines semi-monthly in accordance with established policies and procedures.
- Extract timesheet reports and review work hours for completeness and accuracy.
- Ensures that hours are categorized and payroll expenses are allocated to correct cost centres.
- Generates reports to support management review of timesheet information.
- Tracks increment changes and confirms accuracy and timeliness of processing.
- Prepares and enters adjustments to timesheets as required.
- Ongoing reconciliation of all banks, public holiday hours of pay, and other pay exceptions.
- Prior to releasing payroll, reviews all taxable and non-taxable deductions for accuracy.
- Completes WCB E1 forms as needed.

- Works closely with the Payroll Coordinator to continuously review and support ongoing updates of process and procedure documents.

## **2. Accounting:**

- Performs accounting functions such as accounts payable, accounts receivable and purchasing.
- Assists with monitoring the office supplies orders and reviewing the accuracy of the coding of the general ledger accounts.
- Investigates and follows up on discrepancies.
- Liaises with suppliers and various departments within the library.
- Performs data entry and report preparation tasks.
- Files confidential documentation.
- Prepares monthly, quarterly or annual reports and reconciliations as required.

## **Qualifications**

- Successful completion of a recognized one-year post-secondary business-related program, plus or including:
  - Introductory Accounting 1
  - Introductory Accounting 2
- Two years related payroll and/or accounting experience.

**Criminal Record Check:** Yes

**Vulnerable Sector Check:** No

**Educational / Credential Verification:** Yes