



KENNETH GORDON MAPLEWOOD SCHOOL

Payroll and Accounts Payable Administrator

KGMS is an independent school located in North Vancouver BC, we are a member of the Independent Schools Association of BC. We are currently seeking a payroll and accounts payable administrator to work with our controller and administrative staff.

KGMS is committed to offering specialized education that is tailored to unique learners. We are looking for an individual who can work in a dynamic collegiate environment and possess excellent communication skills. As an employer, we have approximately 80 faculty and staff both union and administrative. Hours and days of work are flexible, work days are not necessarily tied to the school calendar.

Payroll responsibilities (0.6 FTE):

- Process semi-monthly payroll in ADP WorkforceNow
- Ensure compliance with payroll standards, ESA, federal and provincial legislation, and terms of the Collective Agreement
- Maintain records of employee attendance, leaves and benefit entitlements
- Perform calculations for a variety of situations such as new hires, leaves, position changes and terminations
- Reconcile employee earnings and deductions, payroll liabilities and resolve payroll discrepancies via information collection and analysis
- Complete forms, documentation, and reports for the administration of benefits such as pension plan and extended health
- Compile working papers for submissions to WCB and EHT
- Prepare ROE forms
- Assists with the year-end preparation for annual T4 reporting and annual audits
- Regularly communicate with employees about payroll matters, attendance and benefits plans.

Accounts Payable responsibilities (0.4 FTE):

- Process payables on a weekly basis
- Prepare credit card reconciliations
- Monthly reconcile accounting records to vendor statements in Sage
- Assistance with other other tasks as necessary.



Skills and Qualifications:

- Experience with ADP WorkforceNow
- HR knowledge or experience would be considered an asset
- Proficiency in MS Office with Strong Excel skills is required
- Prior experience working with Sage or similar accounting software
- Strong analytical skills, superior attention to detail and accuracy
- Demonstrated ability to work with sensitive and confidential information
- Ability to work independently and efficiently in a deadline-sensitive environment
- Excellent interpersonal and communication skills (written and verbal)
- Understanding of internal controls
- 2 years of payroll experience and payroll certification (PCP certification or equivalent)

Qualified candidates with a desire to join our innovative team are invited to submit their resumes. Please send your current resume and cover letter to: hr@kgms.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. If contacted for an interview, please inform us should any accommodation be required.

We are committed to building a diverse and inclusive workforce by ensuring a barrier-free work environment. We welcome applications from all qualified job seekers, from BIPOC (black, Indigenous, and people of colour), persons with disabilities, and 2SLGBTQ (persons of all sexual orientations and genders). If you are an applicant with a disability, we will work with you to make reasonable workplace accommodations you may need for your best work performance.

Job Type: Full-time or Part time (at least 24 hours per week).

Salary: \$65,000 - \$75,000 based on experience

Ability to commute to:

- North Vancouver, BC V7H1S8

Experience:

- Payroll: 2 years (preferred)

Expected start date: Immediate Opening