



Ayre Manor
LODGE & COTTAGES

POLICY TITLE		
Accounting & Payroll Clerk		
POLICY NO.	SECTION	REVISION DATE
8.19.17	Human Resources	September 2018

POLICIES AND PROCEDURES

Accounting & Payroll Clerk:
Pay Rate to be determined

REPORTS TO: Director of Administration

JOB SUMMARY: This position is responsible for financial provision of operational support for the organization. Duties include:

- Responsible for preparation, disbursement, and accurate processing of payroll
- The administration and monitoring of Sun life benefits on behalf of employees
- Responsible for the process of Accounts Receivable and Accounts Payable
- Verifying rent collection
- Dealing with matters involving Veterans Affairs, Island Health, and BC Housing
- Reconcile resident trust accounts petty cash
- Review Monthly Financial Statements provided to the Board
- Meets with auditors on an annual basis to provide explanations on accounts and practices
- Keeps Director of Administration and Board Chair apprised of budget issues
- Provides financial information as required by the Administrator and Board
- Meets regularly with the Board Finance Committee
- Ensuring the organization functions and reports within legislative and funding accountabilities

Accounting & Payroll Clerk reports directly to the Director of Administration, who then reports to the Board of Directors via the Board Chair. This position is one of four that comprise the organization's team. The Accounting & Payroll Clerk, the Director of Administration, the Director of Care, and the Director of Food and Support Services work closely with the Society through joint strategic planning sessions, budget cycles and approvals, risk management issues, and changing/competing priorities.

REQUIRED QUALIFICATIONS:

- Certificate / Degree in business management / administration or equivalent.
- Certificate / Degree in Accounting or equivalent
- Payroll Compliance Practitioner (PCP) certification or equivalent
- Possess a minimum of three years related experience at a Management level.
- Knowledge of Point Click, Comvida, and Caft programs an asset
- Free of criminal rec

REQUIRED SKILLS AND ABILITIES:

- Ability to work both independently and collaboratively to achieve strategic goals.
- Excellent leadership skills.
- Knowledge of financial reporting systems, budget development and how to achieve a balanced budget with consistency and accuracy.
- Working knowledge of computerized payroll systems.



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- Firm understanding of the principles of General Accepted Accounting Principles (GAAP)
- Extensive knowledge of computers and programs such as Excel and Word.
- Comfortable using fax machines, scanners, photocopiers, and other office equipment.
- The Ability to communicate well both in writing and orally.
- Must be able to multi-task, establish priorities, and work well under pressure.
- Must be able to understand and interpret legislation and collective agreements.

REQUIRED PERSONAL SUITABILITY:

- Must be personable, flexible, hard-working and able to meet the demands of the position.
- Must have drive and enthusiasm and be able to take on new challenges.
- Must be able to work independently and exceptionally well as a team member.
- Must understand the complexities of the long term care system.
- Must be fit to undertake the responsibilities of the position and able to achieve work/life balance.

This is position must be flexible in work schedule and hours worked.

Approved by: SECHS Board of Directors