

Township of Langley

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| Job Title: | Payroll Accounting Clerk |
| Competition Number: | 24-U100 |
| Employment Type: | Regular Full-Time |
| Pay Rate: | \$37.58 - \$44.22 per hour (five steps, 2024 rates) plus benefits |
| Hours of Work: | 35 hours per week; Monday to Friday, 8:30am – 4:30pm |
| Competition Opening Date: | June 17, 2024 |
| Competition Internal Closing Date: | June 25, 2024 |
| Competition External Closing Date: | July 1, 2024 |

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Payroll Accounting Clerk** to join our team of professionals in the Human Resources Division. Reporting to the Manager, Payroll, in this unionized position you will ensure the maintenance of the computerized payroll system and established payroll accounting system. The Payroll Accounting Clerk responds to enquiries regarding reconciliation and remittances and assists employees involved in payroll preparation and maintenance. This position requires a considerable amount of independent judgement and action, and will appeal to applicants who are organized, detail-oriented and work well with deadlines.

Responsibilities

- Ensure reports such as T4 and T4A, summaries and superannuation reports are reconciled in accordance with statutory regulations
- Prepare and review subsidiary accounts to ensure accuracy of receipts and expenditures
- Assist with payroll year end and the annual Statement of Financial Information
- Reconcile accounts payable and receivable statements
- Compile, audit, review and reconcile payroll related data, including monthly, quarterly and annual reporting
- Respond to enquiries regarding reconciliation and remittances of payroll data
- Interpret and apply various Acts, agreements, regulations, policies and procedures related to pay administration and assist in administering provisions of collective agreements
- Respond to enquiries and maintain effective communication with employees and external contacts
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by completion of two years from a recognized professional accounting program, or diploma in business administration and some related experience; or an equivalent combination of training and experience
- Considerable knowledge of policies, procedures, rules and regulations governing municipal payroll and accounting operations
- Considerable knowledge of bookkeeping methods and the procedures of financial and fund accounting
- Ability to maintain the computerized payroll system and ensure that established accounting procedures are observed
- Ability to prepare and maintain a variety of statistical records, fiscal reports and statements
- Ability to establish priorities and schedule workload to meet deadlines

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.