



We build strength, stability and self-reliance.

Payroll Administrator

The Payroll Administrator's main area of responsibility is to process payroll for the organization – reporting to the Controller.

Roles and Responsibilities:

- Complete company payroll
- Complete and administer company benefit plan
- Welcome and on-boarding new members
- Recruitment and screening applicants for managers
- Exiting interviews
- Payroll sign on to local system
- Forms administration
- Tax Receipting donations
- Reconciliation of donation and accounting systems
- Bank reconciliation
- Cover Accounting Administrator in times of high volume or absences
- Other duties as assigned by the Controller

Qualifications and Education Requirements:

College level accounting certificate/diploma. Familiarity with Sage and Great Plains accounting software. Good organizational skills. Comfortable working independently in a fluid environment. Good business acumen. Valid drivers' license. Criminal records check required.

Preferred Skills:

Knowledge of Great Plains and Sage accounting systems.

Contact Information:

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