

## Payroll and Accounting Specialist – Full Time

### Kids Cancer Care

Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer while easing the pain and suffering of the disease through three key program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we encourage all qualified persons of any ability, gender, ethnic background or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all qualified applicants and encourage people of visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.

For more information on Kids Cancer Care and our work, please visit us at: [www.kidscancercare.ab.ca](http://www.kidscancercare.ab.ca).

### Position Overview

Kids Cancer Care is looking for a Payroll and Accounting Specialist to oversee all payroll functions and oversee accounts payable, accounts receivable and month-end procedures. This is a permanent full-time position reporting to the Chief Financial Officer (CFO). The Payroll and Accounting Specialist is a keen financial professional with extraordinary attention to detail and a commitment to accuracy and excellence. Working as part of the Finance and Admin team, the Payroll and Accounting Specialist is a critical position in the support of Kids Cancer Care's mission.

### Key Areas of Responsibility

The Payroll and Accounting Specialist is responsible for:

#### Payroll

- Accurate payroll processing for salaried employees and bi-weekly employees;
  - Benefits plan administration including life, accident and disability insurance, extended health and dental coverage, health and lifestyle spending accounts;
  - Year-end payroll reconciliation including T4 and T4A slips and reconciliation of CRA remittances;
  - Oversee employee timesheets in Payworks and maintain records of employee accruals for sick leave, vacation, banked time and other leaves of absence;
  - Assist with employee contracts, onboarding, and employee inquiries regarding payroll and benefits areas;
  - Issue Records of Employment and arrange termination of benefits for terminated employees; and
  - Maintain knowledge of current payroll and benefits regulations, trends and updates.
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### Accounting

- Completes all functions in Financial Edge including the general ledger, payables and receivables;
- Reviews coding for accuracy of all Financial Edge entries;
- Maintains an invoice tracking system for all Camp Kindle rentals. Monitors accounts receivable and reconciles to the CampBrain system on a monthly basis;
- Prepares bank deposits and bi-weekly cheque runs;
- Reconciles General Ledger balance sheet accounts on a monthly basis;
- Prepares month-end working papers and accurately completes accruals and adjusts journal entries as required;
- Prepares monthly General Ledger reports and other reports upon request;
- Processes Moneris transactions and reconciles all merchant accounts; and
- Assists with year-end audit preparation and liaise with audit team as required.

### **Education & Certifications and Experience**

- Completion of post-secondary degree/diploma with a focus in accounting;
- Completion of Canadian Payroll Association Payroll Compliance Practitioner (PCP) designation or progress towards it is an asset;
- At least three years of experience in a payroll administration role;
- Previous knowledge and experience in Employment Standards, employee benefits administration and HR processes is an asset; and
- Previous knowledge and experience with GST, finance and payroll systems, and MS Office applications (Excel and Word) is an asset.

### **Competencies**

- Ability to manage multiple projects and deadlines concurrently with exceptional attention to detail;
- Excellent written and oral communication skills;
- Exceptional interpersonal skills and proven ability to develop and maintain healthy relationships with internal and external contacts while maintaining a strong customer focus;
- Proven organizational and time management abilities;
- Ability to handle confidential information in an ethical and professional manner;
- Demonstrate a high degree of initiative, good judgement and resourcefulness;
- Ability to work in both a team environment and independently;

### **Applications**

Kids Cancer Care offers a competitive salary and benefits package. Please submit your cover letter and resume to [hr@kidscancercare.ab.ca](mailto:hr@kidscancercare.ab.ca) by **Friday, October 21, 2022**.

*We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.*