

## **Payroll and Accounting Clerk**

**Who We Are:** Knowles Centre is a community-based, nonprofit agency for children, adolescents and young adults facing difficult times. We offer a range of therapeutic and skills-based programs that help our clients to address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We are seeking a detail-orientated and organized **Payroll and Accounting Clerk** to join our team. The successful candidate will be responsible for managing payroll processing and assisting with various accounting tasks related to payroll. This role requires a strong analytical skill, proficiency in payroll and accounting software, and have a great understanding of union contracts, and the ability to maintain confidentiality.

### **Responsibilities:**

- Accurately manage and process bi-weekly payroll and expense reimbursements for union and non-unionized employees, including salaried, hourly, and foster parents.
- Ensure payroll transactions comply with federal and provincial employment laws, and labour regulations
- Gather and organize information related to garnishments, vacation accruals, and any required deductions
- Review and verify timesheets, attendance records, and leave requests
- Maintain and update employee payroll records, new hires, changes, terminations, and records of employment (ROE)
- Process sick leave, benefits, and vacation payouts accurately and in accordance with company policies and regulations.
- Assign work hours to appropriate cost centre's or department to accurately track labour costs and expenses.
- Generate and compile reports from the payroll system to provide management with insights into payroll expenses and related data
- Balance and reconcile payroll totals to ensure accuracy and completeness, and ensure that all scheduled deductions are applied correctly.
- Address and resolve inquiries from employees and government agencies regarding payroll matters promptly and professionally.
- Complete payroll year-end processing tasks, generating and distributing T4 slips to employees
- Keep up to date of changes in payroll regulations, industry standards, and best practices to ensure compliance and efficiency.
- Process billing for the organization and across all programs
- Process and verify respite claim forms and reports
- Assist with additional payroll, accounting, and administrative tasks as needed

### **Qualifications:**

- High school diploma (post-secondary education in accounting, finance, or human resources preferred)
- Knowledge of payroll legislation and employment standards
- Proficient in payroll software (Payworks) and Microsoft Office Suite
- Strong attention to detail, accuracy, and maintain confidentiality
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Reference checks

**Salary: \$42,000 – \$55,900**

**Position:** Full time Permanent

**Hours:** Monday – Friday, 8:30 am - 4:30 pm.

**Location:** Knowles Centre – 2065 Henderson Highway

**Posting date:** June 3, 2025

**Tentative start date:** July 2, 2025

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.

The Payroll and Accounting Clerk will have the opportunity to work on a scenic campus with complimentary parking. They will also enjoy a supportive team environment and high staff morale, with ample opportunities to creatively contribute to the overall development of the center. The role offers a competitive salary and benefits package.

All applicants are required to submit a resume and cover letter to the email below in order to be considered for this position.

Darcie Fraser, Human Resources  
Email: [dfraser@knowlescentre.org](mailto:dfraser@knowlescentre.org)  
Fax: 204-334-4173

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

We thank all applicants who apply; however only those applicants selected for an interview will be contacted.