

VANCOUVER ART GALLERY ASSOCIATION
1 REGULAR PART-TIME POSITION AVAILABLE
PAYROLL & BENEFITS ADMINISTRATOR

DUTIES:

Reporting to the Director of Human Resources, the Payroll and Benefits Administrator processes the bi-weekly payroll for salaried and hourly unionized staff (the payroll is prepared by ADP an outside financial payroll system), and maintains a variety of personnel records; oversees benefit plan enrollment, termination, etc, for the Vancouver Art Gallery employees and performs a variety of administrative, clerical and organizational support services to the Director of Human Resources.

QUALIFICATIONS:

Completion of the twelfth grade with emphasis on bookkeeping and business systems subjects supplemented by courses in accounting. Three to five years related payroll, benefits and administrative support experience in a computerized environment (EzLabour timesheet input system and ADP payroll), for a medium-sized organization, preferably in a unionized setting. Considerable knowledge of applicable federal and provincial laws, Gallery and/or union contract provisions as they relate to salary and benefits administration for union, non-union and/or senior management employees. Considerable knowledge of the procedures relating to payroll processing and the use of related computerized software. Working knowledge of the practices of double-entry bookkeeping. Working knowledge of MS Excel and MS Word. Ability to maintain sustained attention to detail, make arithmetic calculations with speed and accuracy and control and balance various records and summaries. Ability to set-up and type moderately-complex statements and reports using word processing and spreadsheet applications. Ability to deal with sensitive information and preserve confidentiality with a high degree of discretion. Ability to adhere to rigid time schedules, work independently, show high initiative and demonstrate problem solving.

SALARY:

Pay Grade 18 Step 1 -\$21.37 per hour

HOURS: 3 days per week, 6 hour days, 36 hours bi-weekly

Please mail or fax your resume to the Director of Human Resources by Wednesday, December 14, 2011. Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086, email hr@vanartgallery.bc.ca

We thank all applicants for their interest; however, only those short-listed will be contacted.