



Position Name: Payroll/Accounts Payable Clerk

Location: 120 Skyview Ranch Drive NE

Employee Status: Part Time

Reporting to: Human Resources Generalist

Date Available: Immediately

Application Closing Date: Until a suitable candidate is found

Rate of Pay: To be commensurate with qualifications, training, and relevant experience.

Designed to improve quality of life, the Multi Generational Housing & Community Centre campus (Generations Calgary) includes designated supportive living and long-term care spaces for seniors that promote mental, physical, social, and spiritual well-being. We are committed to best in class care for our residents and are looking for individuals to join our family. If you would like to work at our state of the art, inter-generational campus, and are committed to serving our residents with care and compassion, we invite you to keep reading below.

Position Summary

Generations Calgary is currently looking for a dedicated, motivated, and passionate individual to join our team as a Payroll/Accounts Payable Clerk.

Typical Duties and Responsibilities

Payroll

- Responsible for collecting and processing all documents pertaining to employee new hires, changes and departures and filing of such documents in employee personnel files
- Reviewing and completing employee information requests
- Assist in reviewing of the Biweekly payroll
- Communicates with the HR Generalist and “off site” payroll provider to resolve any issues and answer payroll related questions
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Miscellaneous administrative tasks and filing as assigned

Accounts Payable

- Review and process a high volume of vendor invoices and payments
- Reconcile vendor statements and follow up on discrepancies and past due payables
- Prepare monthly invoices and apply incoming payments
- Miscellaneous other duties as assigned

Qualifications and Experience:

- Completion of payroll certification, payroll or accounting course
- Minimum of 1 year experience in a payroll and accounts payable role or similar
- Knowledge of PGI payroll software would be an asset
- Intermediate MS Excel and Work skills
- High level of attention to detail
- Exceptional organizational skills
- Able to multitask with a wide variety of duties assigned
- Ability to work independently in a fast-paced environment
- Able to work a flexible schedule



GENERATIONS
CALGARY

Multi Generational Housing & Community Centre

The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, Generations Calgary shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.

To further protect our residents as well as other employees and volunteers, Generations Calgary requires all employees to produce a clear Vulnerable Sector Search within 6 months prior to starting work.