

**VANCOUVER SCHOOL OF THEOLOGY**

**JOB DESCRIPTION**

**FINANCE ASSISTANT - PAYROLL AND ACCOUNTS PAYABLE**

**Deadline for applications: 12 noon May 25, 2007**

**To:**

**Anne Marie Perks  
Director of Finance and Human Resources**

**6000 Iona Drive**

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**Department:**

Finance

**Reporting To:**

Director of Finance and Human Resources

**Position Summary:**

Maintain salaried and hourly payroll systems for the School including benefits administration. Responsible for all invoice processing, cheque disbursements for all funds and accruals for proper cut off reporting. Responsible for all cheque processing for bursaries. Maintain computerized accounts payable records for all Funds using ACCPAC accounting software. Maintain capital asset sub-ledgers including acquisitions, disposals, amortization and related deferred capital contribution accounting. Account for all construction in progress projects and the related deferred construction in progress contributions, including project status reporting. Manage all prepaid expenses and prepaid lease cost including additions and amortization. Responsible for the accounting records of the Native Ministries Consortium.

**Duties & Responsibilities:**

PAYROLL

Prepare salaried/ hourly payroll on a semi-monthly basis using Ceridian. Review payroll output for accuracy prior to release and distribute pay notices. Ensure accuracy of all payroll and benefit records

through monthly reconciliation of accounts to general ledger. Review employee payroll deductions and reconcile with billings. Prepare benefit remittances and forward to Director of Finance and Human Resources. Input monthly payroll data into ACCPAC, ensuring accurate allocation of compensation to appropriate departments. Prepare Worker's Compensation report on quarterly basis and forward to Director of Finance and Human Resources for review and payment authorization. Maintain accurate employee payroll files, both current and terminated. Request or produce ROE for employees as required. Coordinate the payroll calendar year-end process by reconciling year-to-date totals in all payroll and benefit accounts with the Ceridian output reports and by producing, verifying, and distributing all T-4 slips. Respond to routine inquiries regarding payroll, ROE's, T-4's, T-4a's, employment verifications and employee benefits.

#### ACCOUNTS PAYABLE PROCESSING

Review all suppliers' invoices, staff expense reports, visa statements and cheque requisitions and verify for accuracy of coding and appropriate approvals for all Funds (Operating Fund, Specified Fund and MacMillan Fund). Verify accuracy of all suppliers' invoices, staff expense reports, VISA statement reports, and cheque requisitions of all mathematical calculations for all Funds. Create and maintain supplier accounts as well as names and address within ACCPAC. Input and post all payables for all Funds to ACCPAC. Produce computerized cheques for all Funds on a bi-weekly basis as well as on an emergency basis. Distribute cheques appropriately after a final check for accuracy and after obtaining the appropriate signatures on cheques. Maintain accurate alphabetical filing systems for Payables (both paid and pending payment) and sequential audit copies of all cheques for all Funds. Reconcile supplier statements and attend to vendor inquiries regarding outstanding payables. Reconcile outstanding A/P vouchers to ACCPAC on a monthly basis for all Funds. Respond to staff inquiries regarding A/P

transactions. Maintain security of all blank cheque forms. Maintain custody and disbursements of office petty cash system. Review petty cash replenishment reports and obtain approval. Maintain listing of authorized Petty Cash amounts and review activity levels for appropriateness. Prepare all cheques for bursaries and record activities into ACCPAC.

### CAPITAL ASSETS AND CONSTRUCTION IN PROGRESS

Maintain a continuity schedule of the different categories of capital asset in a sub-ledger showing details of opening balances, acquisitions, disposals and amortization. Prepare a continuity schedule for the deferred capital contributions relating to the appropriate capital assets funded and drawdown these contributions at the same rate as the related capital asset amortization. Prepare a sub-ledger by construction projects and update for current period activities and prepare appropriate status reports to monitor progress against budgets. Maintain a continuity schedule for the related deferred construction in progress contributions and drawdown at the same rate as the applicable construction activities. Prepare summary reports on capital assets and construction in progress. Prepare reports on capital assets, construction in progress, deferred capital contributions and deferred construction in progress contributions for financial statement disclosure requirements in accordance with generally accepted accounting principles.

### PREPAIDS

Maintain a schedule of prepaid expenses and determine the appropriate amortization on a monthly basis. Ensure accounting records are updated for additions and amortization on a timely basis

### NATIVE MINISTRIES CONSORTIUM

Coordinate and maintain accurate records of all transactions related to the Native Ministries Consortium.

**OTHER**

Act as backup for the Finance Assistant - Accounts Receivable during vacation and other absences. Reconcile assigned General Ledger Balance Sheet accounts. Assist the Director of Finance and Human Resources with year-end working paper preparation. Assist other department staff as time permits. Perform all other duties as assigned

**Qualifications:**

Successful completion of level 2 of a recognized payroll program plus three years related experience.  
**OR**

Successful completion of Level 1 of a recognized payroll program plus five years related experience. Two years of post-secondary related courses.

**OR**

Three or more years demonstrated relevant experience, preferably in a non-profit environment.

Computer literate - experienced with Microsoft Office software and willing to learn Ceridian and ACCPAC

Ability to work with limited supervision and keep others informed as required.

Working knowledge and understanding of records management, and financial operations.

Demonstrated ability to work in a collaborative, teamwork environment, utilizing well developed organizational and time management skills.

Experience in a non-profit organization an asset. Working knowledge of the Church and its structures or institutions of higher education an asset. Ability to engage theologically is desirable.