

Payroll Accounting Clerk

Peninsula Co-op is a Vancouver Island-based co-operative with a mission to build strong communities and to benefit its member-owners. With approximately 470 staff, Peninsula Co-op operates 17 retail fuel and convenience centres, 9 liquor stores, 2 commercial card lock and home heating outlets, and a full-sized food store. The Co-op generates approximately \$300 million in annual sales and donates over \$500k each year to local charities. The business is highly regarded, financially strong, and has developed a loyal member following. The Co-op remains locally owned and proudly shares profits with its 116,000 member-owners, community, and staff.

Peninsula Co-op is inviting applications for a permanent full-time position of **Payroll Accounting Clerk**, based out of our support office at D100-2261 Keating X Road, Saanichton, BC.

What you will be doing

This is an entry-level position that would be suitable for an accounting student or someone considering payroll as a career. As part of the payroll and finance team, this position supports the bi-weekly payroll process for 470+ employees. This position is responsible for verifying timesheets; processing new and departing staff members; completing wage adjustments; participation in regulated reporting and remittances; maintaining employee records; assisting with reconciliations and audits; as well as year-end procedures. This position will respond to internal enquiries; provide payroll support to managers; account reconciliations and journal entry support; report preparation and analysis; along with other payroll and accounting related tasks. This position will work closely with Human Resources, Finance, and Operations teams.

Who You Are

The ideal candidate has:

- ✓ Strong customer service and excellent communication skills to interact with all levels of the organization,
- ✓ 1-2 years of experience in an entry level payroll, accounting, or bookkeeping role,
- ✓ Worked in an accounting or payroll office for 1-2 years,
- ✓ Very strong attention to detail, data entry skills, and a proven track record of accuracy,
- ✓ Strong organizational skills and the ability to work well under pressure in a fast-paced environment,
- ✓ Excellent problem solving and analytical skills,
- ✓ Intermediate knowledge of Microsoft Excel,
- ✓ Understanding of the BC Employment Standards Act and other relevant legislation,
- ✓ A flexible, motivated, and “can-do” attitude, who is able to work independently with minimal supervision,
- ✓ Professional conduct, proven adherence to confidentiality and ethics,
- ✓ Experience with Payworks or similar payroll program, would be considered an asset,
- ✓ Accounting diploma or coursework is an asset,
- ✓ Interest in pursuing Payroll Compliance Professional (PCP) certification

What We Offer

In addition to an hourly rate of \$20.25-\$27.51 (experience based), Peninsula Co-op provides a competitive total compensation package that includes:

- Great careers and long-term opportunity for personal and professional growth
- Performance based profit sharing paid four times a year!
- 6% matched Pension
- Excellent Group Health Benefits (Extended health, Dental, Disability, EFAP, life insurance)
- Health & Wellness reimbursements
- Educational Assistance program (100% tuition reimbursement)
- Paid professional membership dues and professional development seminars
- Social events (Sporting events, concert tickets, company outings)
- Volunteer opportunities supporting our local community events and charities!

Peninsula Co-op is an equal opportunity employer. We take great pride in being a safe and inclusive workplace; supporting and celebrating the diversity of our team. We are committed to every staff member enjoying their experience working with Peninsula Co-op. We reward hard work, commitment, and results.

How to Apply

Any way you like! On-line through Indeed, or at: www.peninsulaco-op.com/employment. Please submit your cover letter and resume by December 5th, 2023.

If you have any questions about this opportunity, please feel free to contact Wendy, Payroll Supervisor, at wendy@peninsulaco-op.com.

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