



Roman Catholic Episcopal Corporation of St. John's BUSINESS ADMINISTRATION OFFICE

POSITION: Payroll Administrator

DESCRIPTION:

Reporting to the Director of Finance and Administration, the successful candidate will be responsible for the bi-weekly employee payroll input, reconciliations, transfers and accounting entries for the employees of the Archdiocese. The candidate will also administer the various Archdiocesan employee programs and benefits.

DUTIES & RESPONSIBILITIES:

- Preparation of bi-weekly employee payroll input
- Preparation of bi-weekly accounting schedules, transfers, reconciliations
- Preparation of annual filings including T4s, T4 summaries, HAPSET, WHSCC etc.
- Create and maintain electronic records of employee sick leave, vacation time etc.
- Administration of employee programs and benefits including pension and medical insurance
- Administration of the Archdiocesan screening program

QUALIFICATIONS AND COMPETENCIES

The ideal candidate should be a certified Payroll Compliance Practitioner (PCP) with at least five years previous experience working in the area of payroll and benefits administration. This individual should be able to work independently, is detail oriented with the ability to provide accurate information on a timely basis, and has strong analytical and demonstrated problem-solving skills. Knowledge of ADP software, MS Word and MS Excel is required.

COMPENSATION

Salary is commensurate with qualifications and experience.

HOW TO APPLY

Interested candidates should apply in confidence to Ms. Theresa Whiffen, HR Manager, Roman Catholic Archdiocese of St. John's via e-mail only at twhiffen@rcsj.org, by 12:00 noon on February 16, 2018. The e-mail should include the position title.

The Roman Catholic Archdiocese of St. John's is an Equal Opportunity Employer.

Only those candidates selected for an interview will be conta