

PAYROLL ACCOUNTANT (FULL TIME) – Edmonton, AB

MpowR Community and Organizational Supports provides supports to organizations in the Human Services sector. As a non-profit charitable organization, we pride ourselves on delivering our services with integrity and a high standard of quality. We provide third-party accounting, human resources, IT, casual staffing, professional development, clinical services, administrative support and property maintenance to empower organizations to run at peak efficiency.

Position overview: MpowR Community and Organizational Supports is currently looking for an organized individual to fill an entry-level Payroll Accountant position. This position reports directly to the Accounting Manager and will also be responsible for some Accounts Payable and/or Accounts Receivable duties.

Responsibilities:

- Process internal payroll for multiple entities ensuring the accuracy and timeliness of the entered records;
- Set up and maintenance of employee payroll profiles into accounting software;
- Maintain scheduling processes for all locations;
- Ensure compliance with current applicable legislation, and the organization's practices and policies;
- Reconcile benefit costs and RRSP costs across all divisions;
- Respond to staff payroll questions and resolve arisen issues in a timely and solution focused manner;
- Distribute all payroll related documentation to applicable parties as needed and ensure documents are filed using electronic filing systems;
- Ensure all payroll related spreadsheets are maintained and updated in a timely manner;
- Support A/P and A/R processes when possible;
- Other duties as assigned.

Qualifications/Experience:

- A completed post-secondary diploma/degree in Business Administration with a focus in Accounting or Payroll;
- Accounting experience specific to payroll in a fast pace continuously changing environment;
- A current, clear Police Information Check and Intervention Record Check;
- A positive attitude, the ability to be a team player and a strong work ethic including high attention to detail;
- Excellent interpersonal and communication skills with a focus on customer service;
- A high degree of knowledge of Alberta/NWT Employment Standards legislation;
- Strong computer skills, particularly MS Office (Word, Excel, Outlook) and experience with Payroll/Accounting databases (i.e. Sage, ERP, File Maker)
- The ability to problem-solve in a non-confrontational manner;
- Strong organizational and time management skills including the ability to multitask;
- The ability to manage confidential information with a high degree of diplomacy;
- Experience in the non-profit, charitable sector would be an asset.

Salary & Benefits: Salary commensurate with experience and education. We also provide full-time employees with a 100% employer paid health benefits package (which includes vision, dental and prescription drug coverage, massage therapy, etc.), a 100% employer paid R.R.S.P. equaling 3% of annual salary and a flexible schedule. We also offer free access to in-house courses and workshops for all of our employees.

Closing date: open until suitable candidate is found.

Our values are *integrity, innovation, collaboration, empowerment, customer service* and *accountability*. If you meet the above criteria, hold similar values and are looking to join a dynamic team that works hard to empower organizations to run at peak efficiency, please submit your resume and cover letter to opportunities@mpowrsupports.org or online at <https://mpowrsupports.org/>.

MPOWR is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all cultures and backgrounds; all qualified candidates are encouraged to apply.

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