



qathet REGIONAL DISTRICT

INTERNAL AND EXTERNAL POSTING Payroll and Benefits Administrator/Accountant - Casual

The qathet Regional District (qRD) is accepting applications to fill our casual roster for the position of Payroll and Benefits Administrator/Accountant - Casual. This casual position is perfect for professionals with a CPA designation and who are interested in work with a focus on performing financial administrative responsibilities within the organization, on a casual basis.

The qRD requires a high level of skill, professionalism and excellence to provide flexible and diverse support to a busy office. Candidates must be available on short-notice, as well as for pre-scheduled work. Hours of work can vary seasonally, as well as week to week. For the first six months (approximately) availability is required Monday to Friday, 8:30 am to 4:30 pm for training during the probation period.

Reporting to the Manager of Financial Services, the Payroll and Benefits Administrator/Accountant is a unionized position accountable for a range of financial administrative support services related to managing and administering payroll and benefits throughout the organization and supervising all accounting functions as needed. These duties include but are not limited to:

1. Advising the Manager of Financial Services regarding changes to legislative and legal requirements of employment, the onboarding of new employees, and the processing of payroll and benefits (e.g. Canada Revenue Agency (CRA), the Province of British Columbia (BC), etc.).
2. Maintaining knowledge of, and applying Regional District bylaws and/or policies, union contract and other contracts as they apply to the processing of payroll and benefits for a given pay type.
3. Ensuring payroll and benefits required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
4. Collaborating with the Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.
5. Filling the Accountant position during planned/unplanned absences to ensure continuity of financial services.



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Applicants must have a CPA designation and at least three years of job-related experience. Consideration may be given to a candidate with a degree in a recognized program of accounting studies depending on the combination and level of education and experience. Applicants must be registered and maintain a membership with the Canadian Payroll Association and must have Payroll Compliance Practitioner (PCP) Certification. Consideration may be given to individuals actively pursuing certification.

A valid BC Class Five Drivers License is required. Experience in local government is considered an asset. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills, and proficiency in Microsoft Office applications. Applicants must have the ability to write formulas, manipulate and analyze data using Microsoft Excel.

This position is required to liaise and interact with department managers, volunteer Fire Chiefs, volunteer fire fighters, and designated personnel to successfully onboard, and coordinate payroll and benefits services throughout the organization. This position involves a high-level of interaction with employees/personnel and volunteer fire fighters. Applicants must showcase their ability to effectively work with staff, contractors, consultants, elected representatives and the public with tact, sensitivity, discretion, and diplomacy.

The 2026 wage rate for the Payroll and Benefits Administrator - Casual is \$39.31 per hour. The 2026 wage rate for the Accountant – Casual is \$52.16 per hour. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are up to 35 hours per week between Monday and Friday, 8:30 am to 4:30 pm. The qRD offers a flexible work arrangement program for eligible positions.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Formal testing will be required.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Celinde Lillies, Manager of Financial Services
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or
Email: employment@qathet.ca

Deadline for applications: Open until filled

Detailed descriptions of each position are attached.



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Job Description Payroll and Benefits Administrator (Accounting Clerk III)

Department	Financial Services
Reports To	Assistant Manager of Financial Services
Job Description Approval Date	June 16, 2021
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Directly reporting to the Assistant Manager of Financial Services, the Payroll and Benefits Administrator is a unionized position accountable for providing a range of financial administrative support services related to managing and administering payroll and benefits processes. This position is classified as a level three Accounting Clerk as per the Regional District's Collective Agreement.

The mandate of the Financial Services Department is to provide financial administration services in accordance with the statutory requirements and accounting industry standards and practices. The Department is ultimately accountable for the financial affairs of the Regional District. Financial Services also provides financial administrative support to other departments.

The Payroll and Benefits Administrator is a member of the Accounting Services Division responsible for the delivery of transactional accounting. Division personnel work collaboratively with the Accountant who directs and oversees the day-to-day accounting processes and transactional work carried out within Accounting Services. The Payroll and Benefits Administrator is accountable for providing services for approximately 140 – 150 personnel, which includes staff, Directors, volunteers, and contractors.

The Payroll and Benefits Administrator is required to liaise and interact with department managers, Volunteer Fire Chiefs, and designated personnel to successfully coordinate payroll and benefits services throughout the organization. This position also involves a high-level of interaction with employees/personnel and volunteer firefighters.

The term 'personnel' is used herein to account for Regional District employees, volunteers, Directors, and contractors.

KEY DUTIES AND RESPONSIBILITIES

Payroll and Benefits Legal Compliance

1. Serves as the organization's internal payroll and benefits specialist.
2. Maintains knowledge of and applies applicable legislative and legal requirements related to employment, the onboarding of new employees, and the processing of payroll and benefits (e.g. Canada Revenue Agency (CRA), the Province of British Columbia (BC), etc.). Advises the Assistant Manager of Financial Services regarding changes to legislative requirements.
3. Maintains knowledge of and applies Regional District bylaws and/or policies, union contract and other contracts as they apply to the processing of payroll and benefits for a given pay type.
4. Collaborates with Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.
5. Works collaboratively with Accountant to ensure completion, accuracy, and timeliness of payroll and benefits administration as per legislative, regulatory and organizational requirements.
6. Serves as the Regional District's first point of contact for payroll and benefits programs. Provides consultation services, learning opportunities, and supports for managers and personnel regarding processes, procedures, policies, and problem-solving related to payroll and benefits programs and compliance requirements.
7. Ensures payroll and benefits required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
8. Monitors compliance with Canada Revenue Agency (CRA) and WorkSafeBC regulatory requirements associated with the utilization of 'contract workers and contractors' to carry out Regional District work (e.g. ensure a contractor working relationship is maintained (versus employment) in accordance with legal definitions and requirements).
9. Ensures confidentiality pertaining to individual compensation, and matters pertaining to payroll and benefits is strictly maintained.

Payroll Administration

10. Handles payroll onboarding processes of all new Board Members, employees, and Volunteer Fire Department personnel in consultation with hiring manager.
11. Maintains and updates annual vacation entitlements as required (e.g. union contract, policy, employment contracts).

12. Establishes timesheet and contract documentation submission deadlines in collaboration with the Accountant.
13. Maintains and administers time sheet processes for personnel as per established timelines, organizational standards, and policy. Time sheet functions pertain to:
 - a. Ensuring employee specific timesheets are created, maintained and provided to each employee
 - b. Tracking and monitoring overtime as per policy
 - c. Inputting and/or ensuring approved payroll data, including hours, leave information (e.g. vacation and sick time), and various allocations (e.g. project, equipment, etc.) are complete and accurately entered into payroll software
 - d. Ensuring overtime, banked time, leave time is verified, accurate and balanced
 - e. Ensuring WorkSafeBC, benefit premiums, pension plans, union dues (as per union contract), and government source deduction rates (including garnishees), etc. are accurately inputted
 - f. Processing personnel wellness program allocations, if/as required
 - g. Ensuring personnel receive a copy of individual processed timesheets as required
 - h. Ensuring all personnel receive required payroll records (e.g. pay stub, ROE, etc.)
 - i. Handling payroll queries and addressing any anomalies
14. Prepares contractor pay as per policy and contracts. Ensures contractor pay is in accordance with contract entitlements, and pay information is submitted as per established timelines.
15. Prepares Board Director's remuneration as per bylaw and/or Board policy.
16. Processes personnel expense claims. Ensures expense claims are verified for accuracy and in compliance with Regional District bylaws and/or policies.
17. Ensures source deductions are processed in accordance with Canada Revenue Agency and ensures filing as per required timelines so that penalties are not incurred.

Benefits and Pension Administration

18. Maintains knowledge of pension plans and benefits programs applicable to the Regional District. Participates in review processes pertaining to pension and benefits programs.
19. Administers the Regional District's benefit and pension programs for eligible personnel. Functions include:
 - a. Liaising with managers for each milestone through to completion of probationary periods to verify benefit eligibility
 - b. Tracking probationary and benefit eligibility periods for new personnel

- c. Providing information to personnel regarding the availability of Regional District pension and benefits plans while ensuring all information provided to personnel is within scope of position
 - d. Enrolling and removing personnel within applicable pension and benefit plans as required and as per provider requirements
 - e. Liaising with pension and benefit providers as required to address any queries or concerns
20. Ensures pension contributions and benefit premiums are remitted as per required timelines to avoid incurring penalties.

Year-End Payroll and Benefits Administration

21. Administers payroll year-end processes. Functions include:
- a. Performing payroll year-end roll over processes
 - b. Preparing and filing T4's and T4A's as per established protocols and timelines
 - c. Coordinating the administering volunteer federal tax credits
 - d. Preparing and generating WorkSafeBC actuals report and completing and filing WorkSafeBC online annual returns
 - e. Administering pension and benefits year-end processes and reports
22. Responds to Auditor requests pertaining to payroll and benefits.

Payroll and Benefits General Administration

23. Consults with the Assistant Manager of Financial Services regarding interpretation and compliance with the Collective Agreement.
24. Maintains understanding of the Regional District's payroll software system.
25. Complies and inputs applicable payroll and benefit rates, and ensures rates are current as per contracts and the Regional District's bylaws and policies.
26. Ensures payroll general ledger account distributions are accurate.
27. Assists with the development of payroll budgets.
28. Monitors and assesses organizational trends related to payroll and benefits as directed by the Assistant Manager of Financial Services.
29. Assists with research projects and statistic reporting, as directed by the Assistant Manager of Financial Services regarding local government remuneration and compensation practices (including pension plans).
30. Undertakes special projects, and performs other support services, as directed by the Assistant Manager of Financial Services.

EDUCATION AND EXPERIENCE:

1. University Degree in a related discipline such as Business or Accounting
2. An equivalent combination of education and experience may be considered
3. Minimum of three years' payroll experience in a unionized environment
4. Registration and membership with the Canadian Payroll Association
5. Must have Payroll Compliance Practitioner (PCP) Certification; consideration may be given to individuals actively pursuing certification
6. Valid BC Class Five Drivers License

KNOWLEDGE, ABILITIES AND SKILLS:

1. Demonstrates excellent working knowledge of legislation and payroll requirements, and union agreements related to wage and salary administration
2. Demonstrates excellent communication (verbal and written), interpersonal, customer service and organizational skills
3. Demonstrates superior proficiency in creation and maintenance of spreadsheets and keyboarding skills and is experienced in working with Microsoft Office applications
4. Demonstrates ability to learn and operate software applications associated with the position
5. Demonstrates knowledge of payroll and benefits administration
6. Demonstrates ability to deal effectively with staff, contractors, consultants, elected representatives and the public with tact and diplomacy
7. Demonstrates ability to resolve issues with professionalism and diplomacy and maintain confidentiality
8. Demonstrates a high degree of integrity, accuracy and thoroughness, with a strong attention to detail
9. Demonstrates sound judgement, analytical, and problem-solving skills
10. Demonstrates exceptional organizational and time management skills, and the ability to prioritize workload according to deadlines
11. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
12. Demonstrates ability to work in a team environment and to work independently, with minimal supervision; takes initiative to recommend improvements to processes
13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates commitment to making ethically responsible decisions



qathet REGIONAL DISTRICT

Job Description Accountant

Department	Financial Services
Reports To	Assistant Manager of Financial Services
Job Description Approval Date	June 16, 2021
Job Description Approved By	Al Radke

POSITION & DEPARTMENT SUMMARY:

Directly reporting to the Assistant Manager of Financial Services, the Accountant is a unionized position accountable for providing a broad range of financial services. The Accountant provides support to both the Assistant Manager of Financial Services and the Manager of Financial Services, who also serves as the Regional District's Chief Financial Officer, as per the *Local Government Act*.

The mandate of the Financial Services Department is to provide financial administration services in accordance with statutory requirements, accounting industry standards and practices and is ultimately accountable for the financial affairs of the Regional District and the Regional Hospital District. As directed by the Assistant Manager of Financial Services, the Accountant's primary roles relate to providing general accounting services, supervising the accounting system, managing non-financial assets, preparing operating and capital budgets, and providing year-end accounting services.

The Accountant is a member of the Accounting Services Division responsible for the delivery of transactional accounting. The Accountant works collaboratively with Division personnel and is accountable for directing and overseeing the day-to-day accounting processes and transactional work carried out by Accounting Services Division personnel. Functional areas relate to Accounts Payable (A/P), Accounts Receivable (A/R), Payroll and Benefits Administration, Utilities administration, Grants Administration, Financial Reporting, etc.

The Accountant is accountable for ensuring services performed comply with legislative requirements, and strictly adheres to the standards and ethical conduct required of professionals holding a Chartered Professional Accounting Designation. The individual holding this position is required to ensure registration and professional competency requirements remain current as per the Chartered Professional Accountants of British Columbia (CPABC) governing the profession, and the personnel policies of the qathet Regional District.

KEY DUTIES AND RESPONSIBILITIES

Legislative Financial Administration

1. Assists in carrying out legislated financial administrative and procedural functions associated with the powers, duties and functions assigned to the Chief Financial Officer, and as per applicable Regional District Bylaw(s) and corporate policies. As per the *Local Government Act*, Chief Financial Officer powers, duties and functions include:
 - a. Receiving all money paid to the Regional District
 - b. Ensuring the keeping of all funds and securities of the Regional District
 - c. Expending and disbursing money in the manner authorized by the Board
 - d. Investing funds, until required, in authorized investments
 - e. Ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe
 - f. Exercising control and supervision over all other financial affairs of the Regional District

Local Government Act Section 237 – Financial Administration

2. Maintains knowledge of applicable federal and provincial legislative requirements in relation to the Regional District and local government sector financial management and administration accountability. Monitors changes in legislation, accounting practices and other relevant developments within the Regional District and local government sector.
3. Ensures financial services provided by Accounting Services Division personnel are consistently applied and comply with legislative requirements, Regional District bylaws, corporate policies, and generally accepted accounting principles, as per industry standards and best practices. Monitors the application of accounting principles to ensure proper and accurate reflection of Regional District activities in the records and books of account.
4. Monitors adherence to financial control systems across the organization.
5. Provides input into the development of financial/accounting bylaws, policies, systems, and controls in accordance with generally accepted accounting principles and in compliance with applicable legislation.
6. Ensures Regional District Board of Director expenditures comply with legislative requirements and Regional District bylaws and policies.
7. Maintains relationships with vendors, contractors, and representatives of provincial and federal ministries, agencies, societies, and public corporations on financial matters.

Accounting Services

8. Serves as the supervisor of the Accounting Services Division personnel.
9. Plans, assigns, supervises, reviews, and approves day-to-day financial and accounting functions performed by Accounting Services Division personnel. Functions pertain to:
 - a. General Accounting
 - b. Accounts Receivable
 - c. Accounts Payable
 - d. Payroll Administration
 - e. Utility Administration
 - f. Solid Waste Contract Financial Administration
10. Supervises and maintains the Regional District's accounting system in coordination with Technical Services. Ensures financial system is fully operational and meets the needs of the Regional District. Assists with personnel training.
11. Manages collection of utilities receivables and arrears processes. Provides assistance to the Accounts Receivable Administrator regarding responses to customer concerns and issues related to utility billing and collection of accounts receivables.
12. Provides various payroll and benefits financial services, related to:
 - a. Ensuring/verifying reported overtime, banked time, and vacation and sick time is verified, accurate and balanced
 - b. Ensuring personnel are enrolled in pension and benefits plan as per employment status (FTE, PTE, etc.), contracts and agreements
13. Provides various non-financial asset management services in accordance with legislative requirements, the Public Sector Accounting Board standards and guidelines, and Regional District policies. Services relate to:
 - a. Maintaining tangible capital asset (TCA) registries, as per policy
 - b. Analyzing TCA usage
 - c. Generating annual amortization reports

Financial Planning

14. Contributes to the preparation of Annual Operating and Capital Budgets, as directed. Services relate to:
 - a. Assisting with the preparation of the Regional District's capital and operational plans
 - b. Entering approved Budgets into the financial system software
 - c. Providing budget information to stakeholders (e.g. Advisory Committees) as directed

- d. Coordinating approved stakeholder funding
15. Assists with financial reporting requirements as directed. Creates financial reports within established criteria. Supervises the preparation of various financial reports required to support decision-making at all levels of the organization. Financial reports include Department-specific monthly/quarterly Income Statements, Detailed Project Reports, etc. to support senior management in tracking, monitoring and controlling spending within their respective Departments. Assists with the preparation of government reporting documents.

Solid Waste Financial Administration

16. Serves as the Regional District's Solid Waste & Recycling Administrator. Provides various financial administration services related to:
- a. Inputting solid waste and recycling reports
 - b. Documenting solid waste material contract shipments and comparing with disposal/receiving facility documents, and addressing any shipping and weight anomalies
 - c. Documenting monthly contractor tipping receipts and handling charges
 - d. Documenting, tracking and reporting load weights to Solid Waste Coordinator
 - e. Preparing monthly and annual solid waste management reports
 - f. Preparing monthly and annual Regional District recycling depot operational reports
 - g. Inputting daily recycling reports to verify incentives received align with recycling activities at depots and addressing any anomalies

Accounting Services Year-End

17. Assists with the planning and organizing of year-end audit and accounting processes. Liaises with external auditors.
18. Provides year-end general accounting services related to accounts receivable, accounts payable, utilities, payroll, pension, and benefits.
19. Performs various year-end functions related to:
- a. Performing year-end closing procedures
 - b. Preparing asset working papers
 - c. Preparing liability working papers
 - d. Preparing grants and banking working papers
 - e. Preparing other financial statement working papers

Grant Administration

20. Provides grant administration services related to:
 - a. Preparing grant claims
 - b. Assisting with grant reporting
 - c. Monitoring grant funding
21. Manages the Regional District's Financial Assistance Program involving the processing of applications to receive funding from the Regional District for various projects, and the allocation of grants and grants-in-aid to rural areas, societies and other community groups. Recommends funding approvals for Regional District Board consideration.

Procurement Services

22. Ensures adherence to the Regional District's procurement bylaws and policies.
Functions relate to:
 - a. Reviewing and analyzing procurement requisition documentation to ensure compliance with the Regional District's purchasing requirements
 - b. Verifying authorizations for requisitions to ensure adherence to authorization limits specified in bylaws and policies
 - c. Assisting with investigation and resolution of supplier invoice charges not in compliance with purchase orders or contracts
23. Prepares and maintains capital project cost information as directed to support Regional District projects.
24. Assists with financial services related to the Regional District's Asset Management Program and policy, as directed.
25. Performs other supervisory related duties as directed by the Assistant Manager of Financial Services.
26. Serves on the Regional District's Emergency Operations Centre (EOC) team during drills, training, emergencies and disasters as required.

EDUCATION AND EXPERIENCE:

1. Chartered Professional Accountant Designation; consideration may be given to individuals actively pursuing a designation
2. Minimum of three years' experience in a similar role
3. Experience working in local government considered an asset
4. Valid BC Class Five Drivers License

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrates extensive knowledge of accounting, treasury, investment, budgeting, financial planning and analysis, purchasing and contracting functions and related legislation, standards and processes
2. Demonstrates strong technical accounting skills and maintains knowledge of accounting principles and practices
3. Demonstrates a thorough understanding of accounts payable, accounts receivable and payroll processes
4. Demonstrates extensive knowledge of payroll regulations and reporting requirements to Canada Revenue Agency
5. Demonstrates a high degree of integrity, accuracy, and thoroughness, with a strong attention to detail
6. Demonstrates sound judgement, analytical, and problem-solving skills
7. Demonstrates strong organizational and planning skills
8. Demonstrates exceptional time management skills, the ability to multi-task effectively and to prioritize workloads according to deadlines
9. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
10. Demonstrates ability to work in a team environment and to work independently, with minimal supervision
11. Demonstrates strong written and oral communication skills and the ability to research and contribute to and prepare reports for various audiences
12. Demonstrates superior proficiency in the creation and maintenance of spreadsheets and is experienced in working with Microsoft Office applications
13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates ability to resolve issues with professionalism and diplomacy
15. Demonstrates commitment to making ethically responsible decisions