



Accounts Payable -Payroll- Victoria, BC

Full-time

Who We Are

M'akola Housing Society (MHS) is the largest Indigenous housing provider in British Columbia. Our portfolio includes property management, asset management, and assisted living. We also offer professional property management and operations consulting services to other agencies and organizations.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality service to our tenants and stakeholders. We strive to create a welcoming and supportive environment where all team members take personal accountability for their work, have a passion for excellence, and are encouraged to achieve their full potential.

Why Choose Us?

Our organization offers the following benefits for eligible positions:

- Growth opportunities – we are invested in you and your career
- Paid vacation (plus Christmas leave) and paid sick leave
- Municipal Pension Plan (MPP) enrollment
- Extended health benefits
- Employee Assistance Program
- Newly-built, modern office with ergonomic workspace
- Located close to the Galloping Goose trail and major bus routes

Who You Are

You are a highly productive, energetic, well-organized person who loves the feeling of a job well done. You adapt quickly to changing priorities, like taking on projects and enjoy a fast pace. You value working in a collaborative solutions-focused environment as part of a team and as an individual.

Job Summary

The Accounts Payable-Payroll Clerk is responsible for preparing and processing all payroll (regular and timesheets), and completing financial aspects for group benefits, pension, and WorkSafeBC administration. Working collaboratively with Human Resources with all benefits and WorkSafeBC tasks.

The Accounts Payable- Payroll Clerk is responsible for processing accounts payable and maintaining positive vendor relationships. Examples of specific job tasks include:

- Entering and processing accounts payable transactions (high volume)
- Monitoring and monitoring incoming payables items
- Reconciling supplier statements
- Processing supplier payments including electronic funds transfers and physical cheques

- Processing internal payment requests

Education and Experience

- At least one year post-secondary education in accounting, finance or related field
- 2 years experience in a similar role
- 2 years' payroll and benefits experience. Payroll Compliance Practitioner certification or Certified Payroll Manager is preferred, however, a strong understanding of Provincial Payroll & Employment legislations is acceptable.
- Experience with one or more computerized accounting software systems (Great Plains preferred)
- Experience with MS-Office (Excel and Word)
- Good verbal and written communication skills
- A "can-do" attitude with high professional standards
- Strong computer skills and ability to type 40 wpm
- Be able to manage high volume
- Experience working in and with Indigenous organizations is an asset

ANTICIPATED START: April , 2018

Preference will be given to applicants of Aboriginal ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your resume and cover letter to

humanresources@makola.bc.ca

In subject line indicate: Accounts Payable Payroll Clerk and your name

Closing Date: March 26, 2018 @ midnight

Only those selected for interviews

For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.