



**Job Title:** Accounts Payable and Payroll Coordinator

**Division:** Finance

**Department:** Finance

**Responsible To:** Controller, Chief Financial Officer

### **Role Summary**

The Accounts Payable and Payroll Coordinator is responsible for disbursing accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances and resolving account irregularities. This position will also ensure the timely and accurate processing of payment documents such as purchase orders, expense reports, earnings and any other accounting transactions related to accounts payable. The Accounts Payable & Payroll Coordinator will also be responsible for the accurate and timely processing of payroll and keeping employee information that is relevant to payroll purposes up to date.

### **Responsibilities**

- Process bi-weekly payroll for all salaried and hourly employees
- Compile payroll data such as garnishments, vacation time, insurance and other deductions
- Create and maintain required internal management reports from the payroll system
- Collaborate with the Human Resources department to ensure pay and employee records are accurate and up to date
- Prepare journal entries and forms, such as records of employment, income tax forms, and remittances
- Issue ad hoc, monthly, quarterly, and annual reports
- Stay current with payroll regulations, standards and work methods
- Complete all yearend payroll requirements including creation and timely distribution of T4s
- Maintain monthly premium payments for benefits and WSIB
- Collaborate with the Controller to maintain collection goals and general accounts payable performance levels
- Obtain approval for disbursements and ensure that expenditures do not exceed available cash
- Prepare and fill out payments to third parties in various forms of payment
- Audit purchase requests for materials, supplies, equipment, and other collateral; verify that orders are charged to the proper accounts
- Post and reconcile company payments to general ledgers
- Review bills to the company for potential errors and/or discrepancies
- Investigate and resolve billing discrepancies or misapplied cash transactions
- Post accounts payable data to profit/loss reports, balance sheets and income statements
- Review all credit balances, and refunds and apply adjustments to corporate billing records
- Balance daily Accounts Payable batches; prepare and distribute payment reports and statistics
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners



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- Form payment strategies to make timely Accounts Payable payments and mitigate supplier objections
- Investigate payment problems while following corporate policies and procedures
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

### **Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

### **Requirements**

- Post-secondary degree, diploma, or certificate in Payroll, Office Administration, or Accounting
- 5 years related work experience required, experience in hospitality a definite asset
- Experience in hourly, shift, or seasonal environments with time-keeping software preferred
- Working knowledge of the Employment Standards Act in Ontario
- Proficiency with point of sale and general ledger systems
- Must be computer literate. Preferred candidate will have previous experience with payroll, HRIS, and accounting software, Microsoft Word and Excel
- Ability to recognize, research and resolve discrepancies in financial data
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

### **Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays



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- Required to move, lift, carry, pull and place objects weighing less than or equal to 25 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.