



PACIFIC ACADEMY



Payroll Coordinator

Pacific Academy is looking for a part-time to full time (0.75-1.0 FTE) **on-site** Payroll Coordinator. The Payroll Coordinator is responsible for processing semi-monthly payroll along with various other tasks. This position reports to the Director of Finance. This is a 12-month position and includes a benefits package.

Responsibilities include but are not limited to:

- Processing accurate and timely semi-monthly payroll for salaried and hourly employees;
- Managing payroll transactions including hires, termination, leaves, taxable benefits, deductions, ROEs, and year-end activities;
- Administering benefits and pension plan;
- Preparing, processing, and reconciling recurring payroll payments and statutory reports, including WCB/WorkSafeBC assessments, Employer Health Tax (EHT), annual T4/T4A tax slips and summaries;
- Preparing and reconciling payroll journal entries, accrue payroll liabilities, and perform GL account reconciliations.
- Preparing of internal and external payroll reports;
- Ensuring compliance with payroll legislation, company policies, and internal controls;
- Supporting payroll system enhancements, testing, reporting, and continuous improvement.

Qualifications:

The successful candidate will:

- Actively and personally support the Pacific Academy Vision, Mission, and Statement of Faith
- Have relevant payroll work experience. Experience with Payworks or similar online payroll programs is an asset
- Have PCP certification or willingness to seek certification
- Have excellent oral and written communication skills
- Be detail orientated, professional and discreet
- Be a creative thinker
- Have strong collaborative and interpersonal skills with a desire to serve
- Have experience in Excel, MS Word, and Adobe products

The successful candidate will work closely with the accounting and human resources team. This is a 0.75-1.0 FTE **on-site** position.

Potential candidates should submit a cover letter and resume to careers@mypacificacademy.net and download a [Pastor Reference Form](#) for their pastor to complete and submit directly to careers@mypacificacademy.net.

