



Box 20193, RPO Towne Centre  
Kelowna, BC V1Y 9H2  
**Administration:** 778-478-7774  
**24-hour Line:** 250-763-1040  
kelownawomensshelter.ca

## **Payroll Accountant**

The Central Okanagan Emergency Shelter Society (COESS), operating as the Kelowna Women's Shelter (KWS), provides a range of services, which focuses on the education and prevention of domestic abuse and support services for women and children during and following an abuse crisis.

Kelowna Women's Shelter is about to expand its programs and services with the opening of our brand new transition and second stage housing facility this spring, located in West Kelowna. We are currently seeking an innovative, enthusiastic, detail oriented Payroll Accountant who is inspired to help us grow.

Reporting to the Financial Controller, the Payroll Accountant's main duties consist of:

- Ensures payroll is processed and employees are paid accurately and on time.
- Ensures all regulatory and legislative compliance procedures related to payroll are performed correctly and accurately.
- Answers/resolves employee related payroll and benefit questions/issues in a timely manner.
- Reconciles payroll, employee benefit, and pension plan accounts.
- Prepares monthly journal entries.
- Manages and administers employee benefit programs for KWS.
- Assists Financial Controller with budgets, grant reporting and allocation of wage and benefit costs.

### **Qualifications & Experience**

Completion of post-secondary Accounting diploma and/or an equivalent combination of education, training and experience.

At least two years accounting experience.

Minimum of two years of recent Canadian payroll administration experience.

Enrolled in the National Payroll Institute certification program an asset.

Experience working in a unionized environment is an asset.

Capable of providing a balanced and common-sense approach to routine and complex issues.

Proficient in relevant computer software programs such as Microsoft Office suite with at least intermediate knowledge/skills in Excel, Sage and Payworks or other payroll/accounting software programs.

Excellent knowledge of finances including accounting principles and practices.

Excellent organizational, time management and multi-tasking abilities.  
An ability to work under pressure and within tight deadlines.

Excellent written and verbal communication skills with an aptitude for dealing effectively with people at all organizational levels.

Ability to actively support a healthy organizational culture, teamwork, and collaboration.

This is a regular full-time, benefited position (after successful completion of the probationary period), 37.5 hours per week, Monday to Friday offering a competitive salary. This position performs its work on site. Remote/hybrid work is not a consideration for this role.

If you are interested in applying for this position, please send in your resume and cover letter to [careers@kelownawomensshelter.ca](mailto:careers@kelownawomensshelter.ca). This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.