

Job Posting

#26.90 PAYROLL AND FINANCE ADMINISTRATOR

1027 Pandora Ave

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

Reporting to the Director of Finance, the Payroll & Finance Coordinator provides financial and administrative services for Our Place Society. As a multi role position the specific accountabilities of the position fall into the following two categories:

- The Payroll & Finance Coordinator is directly responsible for payroll, payroll liabilities, leave recording, statutory remittances (including union dues, pension payments and WorkSafe BC payments), journal entries and account reconciliations.
- The Payroll & Finance Coordinator is directly responsible for some accounts payable tasks, as well as required to serve as back up for the Accounting Administrator.

Duties and Responsibilities:

Payroll

- Process bi-weekly payroll and leave records in a timely manner.
- Prepare periodic manual payroll cheques, including verifying statement of earnings including gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans.
- Identify and resolve payroll discrepancies.
- Maintain and update employee information in payroll system, including processing new hires, terminations and position changes
- Prepare, reconcile and submit payroll related filings and supporting documents, such as year-end tax statements, pension payment bi-weekly and annual reconciliation, Records of

Employment (ROE's) and other statements and filings as required by the government, union or pension plan.

- Record payroll journal entries in the accounting system
- Provide seniority hours and other pay information as required to HR for use on the twice annual seniority lists
- When required, calculate and pay mass union retro-active pay
- Be familiar with and consult with Employment Standards Act to ensure Society compliance.
- Be familiar with and consult the BCGEU Collective Agreement to ensure Society compliance.
- Be familiar with and consult Municipal Pension Plan (MPP) rules to ensure Society compliance.
- Reconcile and analyze payroll accounts
- Provide information and ad hoc payroll reports to the Human Resources department and Management as periodically requested
- Work cooperatively with employees answering payroll questions and solving problems on occasion.

Finance

- Review, process and post monthly company credit card reconciliations
- Manage incoming accounts payable invoices, send them off for approval and manage the electronic filing system and associated finance email box.
- Provide support to and coverage for the Accounting Administrator including recording payments received and processing accounts payable
- Other payroll and financial duties as assigned

Qualifications:

Education and Knowledge:

- Completion of an Accounting diploma and/or completion of the Payroll Compliance Professional (PCP) designation, or equivalent work experience
- Working knowledge of Employment Standards Act, BCGEU collective agreement and Municipal Pension Plan rules
- Working knowledge of Payworks payroll system is an asset.
- Working knowledge of Quickbooks Online is an asset.

Training & Experience:

- Minimum 3 years of payroll experience, preferably in a unionized environment
- Intermediate-Advanced Excel skills, including ability to sort and filter data, and excel functions including VLookup, SUMIF, and the ability to prepare and interpret pivot tables.

Skills and Abilities:

- Demonstrated ability to think proactively.
- Intermediate to advanced computer skills and strong working knowledge of Microsoft Office.
- Sound analytical and problem-solving abilities.



Hope and Belonging

- Demonstrated ability to manage and operate computerized accounting systems as listed above.
- Excellent interpersonal communication and organizational skills and ability to work in a team environment.
- Ability to work under pressure, prioritize workload and work under peak load pressure to ensure adherence to deadlines.
- Ability to understand and practice all aspects of accounting practices and procedures

Working Conditions

Shifts: Full Time, 37.5 hours/week, Monday to Friday

Compensation: \$55,000-\$65,000 annually, commensurate with experience.

Benefits: Vacation is accrued at a rate of 6%. Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position is union exempt.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Thursday, October 22, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.90 – Payroll and Finance Administrator” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.