The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

**POSITION DESCRIPTION**

Position Title: Accounts Payable & Payroll Administrator  
Reports to: Director of Finance  
Department: Finance  
Date Revised: September 2021  
Union: CUPE 3011  
Salary Range: $55,000 - $65,000  
Hours: 35 hrs/week

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**OBJECTIVE OF THE POSITION**

The Accounts Payable & Payroll Administrator prepares and processes all forms of payment for the departments of the Association.

**CORE COMPETENCIES**

- Time Management  
- Communication skills written and oral  
- Decision making  
- Planning & Organizational Skills  
- Independence & Teamwork  
- Networking & Relationship Building  
- Accountability  
- Creative & Innovative Thinking  
- Confidentiality
DUTIES & RESPONSIBILITIES

Accounts Payable

- Prepare daily check requisitions, obtain budget allocations and ensure proper authorizations are obtained prior to processing
- To verify and produce all payments for all invoices
- To prepare bank transfers for assigned accounts
- Prepare, process and report all sales taxes including but not limited to sales taxes, health tax, goods and services tax, WSIB, pension plan, and remittances as required by applicable the law
- Maintain 3011 pension fund and required summaries
- Assist with the training and monitoring of part time employees in the finance department
- Maintain petty cash, parking vouchers and taxi chits
- Provide support to accounts receivable and finance clerk and perform some of their duties in their absence or as required by applicable laws
- Prepare US money orders when necessary
- Process all employees and executive parking permits and calculate a payment plan for all full-time employees
- Obtain and submit executive tuition as required
- Order cheques when required
- Perform other duties as required in commensurate with the position and in consultation with the Finance Manager/Director of Finance
- To prepare and process all forms of payment for Radio Carleton Inc.

Payroll Administrator

- Responsible for all aspects of payroll including preparing tax forms for all employees, registering employees on the time management program, processing timesheets, processing bi-weekly payroll, issuing records of employment, submit taxable tuition benefits
- Record, maintain and update payroll procedures
- Maintain all employee records
- Process payroll and maintain ongoing changes
- Ensure organizational compliance with federal and provincial laws, and auditing
- Administer payroll pension plan
- Train all staff on payroll system changes
- Maintain parking and tuition benefits through payroll
- Process all accounts payroll T4 cross overs on an annual basis
- To prepare and process payroll for Radio Carleton Inc
QUALIFICATIONS / EXPERIENCE

- A Post-Secondary Diploma or a Degree or a minimum of 5 years related work experience
- Certified Payroll Manager or equivalency with an accredited association
- Certified Bookkeeper designation is an asset
- Advanced in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite, Dropbox
- Experience with off-the-shelf accounting software and ADP Workforce Now
- Good organizational skills
- Good communication and interpersonal skills
- Flexible with the ability to work under pressure and meet deadlines
- Ability to work independently
- First Aid and CPR Training is an asset

COVID-19 Considerations

Carleton University requires mandatory vaccination for all individuals involved in any in-person Carleton activities both on- and off-campus. Additionally, all staff must adhere to Carleton’s mandatory mask policy. All information regarding Carleton policies and protocols can be found here.

HOW TO APPLY

Please send a resume and cover letter to Director of Finance, Lisa Yu, at lisayu@cusaonline.ca. The deadline to apply is October 20, 2021.