



# The WestCoast Native Health Care Society

TSAWAAYUUS • ATAAPIS • HUUPSITAS

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a. 6151 Russell Place, Port Alberni, BC V9Y 7W3

## JOB POSTING #

Job title: Payroll Clerk	Bargaining Unit: HEU
Program/Service: Administration	Classification: Payroll
Job Description (FT/PT/Temp): Permanent Part-time	
FTE: 0.60 Monday-Friday 9:00AM – 2:00PM	Pay Grid: 17 \$29.24 hourly
Reports To: Executive Director	Collective Agreement: FBA
Date Posted: March 31, 206	Start Date: April 8, 2026
<b>Job Summary:</b>  The Payroll Clerk administers bi-weekly payroll, benefit entitlements and paid leaves according to collective agreements. Contributes to the efficient and effective day-to-day operations of the Tsawaayuus (Rainbow Gardens) office, and supports the work of management and other staff.	
<b>Duties and Responsibilities</b>	
<ol style="list-style-type: none"><li>1. Processes all employee related payments, including regular wages, overtime, benefit payments, vacation/sick leave and appropriate deductions.</li><li>2. Prepares reports and other statements as needed for the Senior Bookkeeper and contracted Finance team.</li><li>3. Identify and resolve payroll discrepancies.</li><li>4. Calculates and prepare manual payroll cheques on terminations, leave of absence and/or severance</li><li>5. Reconcile payroll deductions such as EI, pension plan, union dues and assessments</li><li>6. Maintains employee information, such as benefits entitlements, RRSP/Pension plan entitlements, and leaves.</li><li>7. Complete, verify and process forms for documentation for administration of benefits such as RRSP/pension plans, leaves, and employment insurance</li><li>8. Provides information on payroll matters, benefit plans and collective agreement provisions</li><li>9. Ensures employee records are up-to-date and contain required documentation, maintains confidentiality of personnel documents and information</li><li>10. Provides employees with account access as required to perform their job</li></ol>	

11. Manages day-to-day computer systems such as Point Click Care an advanced level of computer knowledge and skill
12. Performs other related duties as assigned

#### Qualifications

##### Education, Training and Experience:

- Grade twelve (12) graduation
- Successful completion of a recognized payroll course
- Prefer accredited diploma in Administration, Financial Management, Office Management
- Two years' recent related experience or an equivalent combination of education, training and experience

##### Skills and Abilities:

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to organize work and work within deadlines
- Ability to operate related equipment

Please submit your resume and cover letter to [info@rainbowgardens.ca](mailto:info@rainbowgardens.ca)