

Posted internally & externally at the same time.

PERMANENT VACANCY

POSTING #: 21-148EXT
POSTING DATE: February 25, 2021
CLOSING DATE: March 5, 2021

JOB TITLE: Payroll & Accounting Clerk

LOCATION: Finance - Payroll
Toronto Reference Library

STATUS: Permanent Full-Time

HOURS PER WEEK & SCHEDULE OF WORK: (Subject to change in accordance with Article 19)
35 hours per week.

JOB SUMMARY:
Under the direction of the designated supervisor, to perform accounting and payroll functions.

DUTIES:

- Process accounts payable, accounts receivable and revenue data, and maintain data input and output control
- Process the payroll and maintain records to prove the payroll output
- Maintain files for each employee for personal statistics, salary levels and benefits including sick leave, vacation, holidays, etc.; provide regular reports on the above
- Reconcile employee benefit accounts and input for payment
- Prepare journal entries for input and adjustments
- Reconcile bank accounts
- Maintain files related to these activities, as necessary
- Answer routine queries related to accounting and payroll functions
- Perform other related duties as required.

QUALIFICATIONS:

- Secondary School Graduation Diploma or equivalent combination of training and experience
- Working knowledge of and current experience in all regular accounting and payroll functions in a computerized payroll and accounting operation
- Ability to input and retrieve data electronically
- Ability to operate office business equipment
- Ability to perform work with efficiency and accuracy and to adhere to deadlines
- Ability to work in co-operation with other staff members and the public
- Ability to maintain confidentiality of work information.

SALARY: \$51,615.20 per annum (2021 Rate)

HOW TO APPLY:

E-mail your cover letter and resume, quoting the Job Posting #, to recruitment@torontopubliclibrary.ca. We thank all applicants and advise that only those selected for an interview will be contacted.

The Toronto Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process

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