Staff Accountant/Payroll Administrator

The Council of Ontario Universities (COU) invites applications for the position of Staff Accountant and Payroll Administrator.

Representing the collective interests of Ontario’s publicly-assisted universities, the Council of Ontario Universities (COU, www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

Reporting to the Senior Finance Manager, the Staff Accountant/Payroll Administrator is responsible for preparing and processing a bi-weekly payroll, accounts receivable and e-resources purchases reconciliations. This position also assists the Finance Department with special reports and projects as required.

COU invites applications from experienced professionals with backgrounds in the public, private and not-for-profit sectors. We offer a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto’s Discovery District. The hiring salary range for this position is $49,358-$54,911/year plus benefits package. Remuneration commensurate to relevant skills and experience.

Key Responsibilities:
• Prepares and processes bi-weekly payroll for all employees (approximately 55 employees); issues ROE’s.
• Prepares remittances of all applicable employment-related taxes paid to government agencies (CPP, EI, payroll taxes, EHT, etc.) and payments to insurance companies for group benefits.
• Manages payroll year-end; processes and files year-end reports (T4/T4A, etc.).
• Provides quarterly forecast and annual budget for taxable and non-taxable benefits.
• Ensures various tax tables are updated when changes are required.
• Responsible for AR function including preparation of invoices for billing of member institutions, processing cash receipts and follow-up of outstanding amounts.
• Responsible for monthly e-resources purchases reconciliations.
• Provides back-up coverage for Accounts Payable.
• Assists with preparation of audit materials and special reports and projects as required.

Education and Experience:
• Minimum 2 years of payroll administration and AR/AP experience.
• Post-secondary education in Business, Accounting, Payroll or Human Resources.
• Has obtained or working towards NPI’s Payroll Compliance Practitioner (PCP) Certificate.
• Thorough knowledge of Ontario payroll legislation and applicable tax laws.
• Good general accounting skills plus in-depth experience in processing payroll.

Skills:
• Good knowledge and experience working with accounting applications (e.g. Accpac)
• Strong skills in Microsoft Office (Excel, Word), fast and accurate keyboarding skills, and basic math/accounting.
• Attention to detail is essential.
• Highly organized with the ability to multi-task and meet tight deadlines.
• Effective communication skills.
• Service-oriented with diplomatic phone manner for responding to member inquiries and diligent problem investigation and follow-up.
• Ability to work in a team environment and interact regularly with all departments.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to CSrecruit@cou.ca.

**Application Deadline:** 5:00pm EST July 21, 2023.

Information regarding COU is available at www.cou.ca.

COU is committed to equity, diversity, and inclusion and supports equal opportunity for all employees. We welcome applications from qualified individuals of diverse backgrounds and encourage applications from those identifying with equity-deserving groups. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our goals and strengthening our mission. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.