



Grand View Manor
Continuing Care Community

110 Commercial St.
Berwick, NS B0P 1E0

Telephone (902)538-3118
Fax (902)538-3998

Position: Payroll/Accounts Payable Clerk
Department: Finance
Location: Berwick, Nova Scotia
Job Posting No.: 2024- Payroll/Accounts Payable Clerk
Date Closing:
Salary: (based on experience)

1.0 FTE- Full Time – Permanent

Responsible to – Director of Finance

Description of Grand View Manor:

Grand View Manor is a not-for-profit home known to support our community through our commitment to quality care and innovative support for both clients and our interdisciplinary team. In our 142-bed facility, care is provided in an enriched housing, an assisted living, and a nursing home setting. We are committed to providing holistic care to the residents we serve.

Located in Berwick, Apple Capital of the Annapolis Valley, we are one hour from Halifax and minutes away from the highest tides in the world. Work with us as we plan for our new state of the art facility scheduled to open in 2026.

We are a scent-reduced environment, and we actively promote a safe and respectful workplace.

ABOUT THE ROLE

The Payroll/Accounts Payable is responsible for the payroll functions, employees benefits and pension, resident accounts, accounts payable, and all other duties required while adhering to the policies and procedures of Grand View Manor.

KEY RESPONSIBILITIES/DUTIES:

Payroll

- Enroll new staff in payroll and Scheduling programs
- Calculate payroll and submit electronically to bank for payment
- Prepare and submit Receiver General/WCB payments
- Prepare employee employment verification statements
- Prepare T4s
- Prepare ROEs
- Maintain accurate payroll records

Employee Benefits

- Enroll new employees in Pension and Group Health Plans

- Assist employees with Group Health Claims
- Prepare submissions of employee and employer portions of pension contributions
- Reconcile employee deductions to group health insurance invoice
- Prepare CSB and RRSP remittances
- Maintain employee attendance records/Benefit Banks

Resident Activities

- Resident income tax returns
- Resident/tenant accommodation/rent payments via pre-authorized payments

Accounts Payable

- Check addition and tax calculations on supplier invoices
- Post vouchers to accounts payable sub-ledger
- Prepare accounts payable cheque runs
- Reconcile supplier statements
- Maintain accurate accounts payable records

Other Duties

- Inventory control of office supplies
- Other duties as assigned by Director of Finance

ABOUT YOU:

- Possess a Grade 12 plus Bookkeeping Course or related experience
- Minimum of one-year related experience preferred
- Experience and knowledge of Alzheimer's Disease and related dementia is a definite asset.
- Flexible and able to adapt to changes in daily schedule
- Effective interpersonal, organizational, time management and communication skills
- Able to prioritize workload
- Have the physical ability to carry out the duties and responsibilities of the position.
- Basic computer literacy
- Demonstrated ability to work effectively in a multidisciplinary team setting
- Clear Criminal Record/Vulnerable Sector Check

BENEFITS:

- Pension Plan
- Employee Assistance Program (Wellness)
- Discounted Food
- On-site free parking
- Company events
- Larry's Pharmacy and Perkopolis discount programs

SCHEDULE:

- To be discussed

Please send your resume to careers@grandviewmanor.org

We value diversity in the workplace and strongly encourage applications from all qualified candidates including African Canadians and other members of the visible minority community, indigenous peoples, persons with disabilities, members of the 2SLGBTQIA+ community and women in non-traditional roles.