

## **JOB POSTING**

**Role**                    **Payroll / Office Administrator (Part-Time or Full-Time)**

**Reports To**        **Director, Finance and Administration**

**Location**         **Tillsonburg, Ontario**

Bossy Nagy Group (BNG) is a growing, well-established Professional Services firm specializing in the provision of public accounting and business advisory services in Southwestern Ontario. We strive to provide our clients with nothing less than exceptional service, and each of our Team Members takes personal pride in helping our clients build better businesses.

BNG is seeking an experienced and energetic Payroll / Office Administrator to join our team on either a part-time or full-time basis. This is a multi-faceted role in our firm and requires payroll and benefits administration experience as well as general office administration. A basic understanding of accounting or bookkeeping would be an asset. The successful candidate will have experience in payroll processing, Accounts Receivable, Accounts Payable, and general administration. He or she will have a proven track record of maintaining confidentiality and demonstrating professional discretion in dealing with sensitive information. Basic bookkeeping experience is an asset.

A competitive compensation and benefits package will be offered. The position is based in Tillsonburg, Ontario.

### **CORE DUTIES\***

#### ***Payroll and Benefits Administration***

- Responsible for accurately processing BNG's internal payroll on a semi-monthly basis and administering employee benefits. Remain proficient with BNG's selected payroll platform, Sage accounting.
- Track, monitor and analyze hours of work, vacation, accrual and drawdown of additional hours, sick time, leaves of absence etc.
- Accurately maintain employee records.
- Administer BNG's group benefits plan, serving as the primary contact for the insurance providers and for employee questions and changes.
- Remain current with changes in payroll tax legislation and government withholdings.
- Serve as the point of contact for payroll and benefits related questions.
- Prepare and distribute T4s each year.
- If requested, provide external payroll support for clients of BNG, including reviewing T4's.

**Office Administration**

- Provide general administrative support in a variety of areas, including:
  - Track licenses and renewal dates for software programs
  - Assuming general administration duties as directed by the Director, Finance and Administration
- Serve as backup / support for internal accounting functions including Accounts Receivable and Accounts Payable.
- Prepare relevant information to support the annual performance assessment process.
- May serve as periodic back-up for the front desk / reception function.

**Contribute to a Positive Culture**

- Foster a positive, supportive and professional work environment.
- Take initiative to support peers and colleagues. Participate in team events, contribute to internal committees.
- Participate in professional development opportunities as appropriate.

<b>Skills and Experience</b>	<b>Attributes</b>
<ul style="list-style-type: none"> <li>- Post-secondary education in office administration or bookkeeping / accounting is a strong asset</li> <li>- Certification and/or courses in Payroll Administration is a strong asset; achievement or progressing toward a Payroll Compliance Practitioner (PCP) designation</li> <li>- 3+ years of payroll administration and general office administration in a client-focused, professional environment</li> <li>- Bookkeeping and/or data entry experience is a strong asset</li> </ul>	<ul style="list-style-type: none"> <li>- High personal integrity and ethical standards</li> <li>- Steadfast commitment to maintaining employee confidentiality</li> <li>- Demonstrated problem-solving abilities</li> <li>- Strong work ethic</li> <li>- Superior communication skills</li> <li>- Results-oriented mindset</li> <li>- Ability to work independently and meet deadlines</li> <li>- Excellent team player</li> <li>- Well organized, efficient with time</li> </ul>

**\*Note:** The “Core Duties” is a summary of the duties that are essential to this role and is not an exhaustive list. Bossy Nagy Group reserves the right to add or amend duties as necessary.

If you are interested in being considered for this position, **please submit your resume and cover letter to the Hiring Manager at [hr@bng-cpa.ca](mailto:hr@bng-cpa.ca).**

Bossy Nagy Group welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in joining Bossy Nagy Group. While BNG appreciates the interest from all applicants, please be advised that only those applicants selected for an interview will be contacted.