

POSITION ANNOUNCEMENT

JOB TITLE	PAYROLL ASSISTANT
TYPE OF VACANCY	STAFF
DEPARTMENT	OFFICE OF THE VICE PRESIDENT, FINANCE
<p>SUMMARY: The Payroll Assistant is responsible for the timely and accurate input of all Payroll transactions. The position will provide full support the Assistant Director Payroll, Director of Accounting and VP of Finance. Adherence and internal controls enhancement are key components to ensure payroll processes are transparent and controlled.</p>	
<p>DUTIES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Maintain payroll information by collecting, reviewing and entering data accurately; • Update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers; • Prepare monthly NIB (National Insurance Board) C-10 Forms and Requisition for payment of Employee and employer Contributions; • Prepare and provide reports (e.g. UTEB, BPSU, PMU, Staff/Faculty demographics); • Resolve payroll discrepancies by collecting and analyzing information; • Create filing system for audit to ensure monthly reports are created and filed (Update SharePoint – Payroll drive for business office); • Provide payroll information by answering questions and requests; • Assist with the enhancement of policy and procedures where needed; • Maintain employee confidence and protects payroll operations by keeping information confidential; • Contribute to team effort by accomplishing related results as needed. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Strong Analytical skills; • Knowledge of ERP for HR system is an asset; • Highly confidential and organized; • Attention to Details; 	

POSITION ANNOUNCEMENT

- High level of proficiency with Excel spreadsheets;
- Experience with Microsoft Office Suite of products;
- Excellent Verbal and Communication skills;
- Good Reporting Generation Skills.

QUALIFICATIONS:

- A Bachelor’s Degree in Finance, Accounting, Management or a related field; or the equivalent AND at least four (4) years post-qualification work experience.

Reports to	Assistant Director, Payroll
Salary Scale	AS-2
Application End Date	November 1, 2017
Date Published	October 19, 2017
Date to be Removed	November 2, 2017

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf)
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Payroll Assistant in Office of the Vice President, Finance.