

JOB POSTING: Payroll Clerk with Interest in HR

The Vancouver Symphony Orchestra (VSO) seeks a Payroll Clerk with an interest in HR to join its Administration and Finance Team.

Founded in 1919, the Vancouver Symphony Orchestra (VSO) is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. Under the leadership of Music Director Otto Tausk, the VSO performs 150 concerts each year for over 500,000 people in 16 different locations throughout Metro Vancouver, in its primary home at the historic Orpheum Theatre, and streaming online at theconcerthall.ca.

The VSO has over 100 employees in both a union and non-union environment. The Payroll Clerk reports to the Vice President Finance and Administration and will work with all departments on payroll and some Human Resources related issues. This position offers flexibility in working arrangements. The VSO offers remote work options as well as for this position the possibility for part time.

Specific duties include but are not limited to:

- Processing Administration Payroll and working with current payroll clerk to assist with Performance payroll as needed
- Benefit enrollment, reconciliation and monitoring for Administration and Performance Payroll
- Maintain Admin attendance – keep track of vacation, OT, time banks, sick leave balances
- Ability to interpret CBA for both musicians and IATSE to assist with clarifications and grievances as needed
- Support Senior Management Team (VPs and CEO) with terminations, basic employment laws and research as needed, on boarding and off boarding employees
- Assist with immigration applications and be familiar with work permit requirements and renewals
- Maintain VSO MSP group plan
- Calculate and remit payroll related payments such as WorkSafe, RRSP and Music Director payments
- Employer Health Tax – file return and ensure setup properly in Payworks for any rate changes
- Reconcile CRA remittances for VSO and VSO School of Music payrolls
- Prepare contracts, job descriptions and post job advertisements for administrative staff, assist with musician contract preparation
- Prepare backup for Canada Emergency Wage subsidy application
- Assist with office administration as needed.

Qualifications:

- Payroll Compliance Practitioner Certification or working towards this
- Minimum 4 years payroll experience
- Advanced Excel skills
- Excellent written and verbal communication skills
- A quick learner and able to work in a fast paced environment
- Familiar with Payworks and Great Plains an asset

Please send cover letter and resume to employment@vancouversymphony.ca and include Payroll Clerk. Applications will be accepted until the position is filled. We thank everyone for their interest but only candidates asked for an interview will be contacted.