

About the VSO

Vancouver Symphony Orchestra Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually in its home, the Orpheum Theatre, as well as numerous venues throughout Metro Vancouver, and online. The VSO is one of a handful of orchestras worldwide that has its own music school: the VSO School of Music. The organization delivers extensive education programs reaching more than 50,000 young people annually, and community engagement initiatives that reach a further 100,000+ people. Maestro Otto Tausk is the VSO’s Music Director and the Artistic Advisor of the VSO School of Music.

About the VSO School of Music

VSO School of Music, founded in 2010, is a 25,000 square foot state-of-the-art music school located adjacent to the Orpheum Theatre in downtown Vancouver. With a mission to enrich lives through the joy of learning, playing and performing the world’s great music, the VSO SoM develops experiences that are accessible to all, regardless of age, ability, playing level or economic circumstances; and by nurturing creative and engaged members of society through achievement in the musical arts. With a roster of over 1900 students, the School is proud to offer individual or group instruction by members of the Vancouver Symphony and other high-quality music educators.

The school also features a performance theatre (Pyatt Hall) and Reception space which sees a wide range of arts, entertainment, and corporate groups utilizing the space for performances, recordings, and special events.

Job Description- Payroll Clerk

We seek a detail-oriented and highly organized Clerk to join our team at the Vancouver Symphony Orchestra. This role is vital to ensuring that our valued employees are compensated accurately and timely while also maintaining our intricate benefits programs. As a Payroll Clerk, you will play a critical role in managing payroll processes, including the calculation of wages and process biweekly. You will also oversee employee benefits administration, ensuring that our staff has access to the best options in healthcare, retirement, and additional perks that foster their well-being. This position requires precision, a strong grasp of payroll software, and compliance with legal regulations governing employee compensation and benefits. Operating in a fast-paced and creative environment, the ideal candidate will work closely with various departments to facilitate smooth payroll operations. Your commitment to accuracy and confidentiality in handling sensitive employee information and financial data is paramount.

Responsibilities

VANCOUVER SYMPHONY ORCHESTRA

Mailing Address: 500—833 Seymour Street, Vancouver, BC V6B 0G4 tel 604.684.9100 fax 604.684.9264

Location & Courier Address: 500—843 Seymour Street, Vancouver, BC V6B 3L4 | vancouverSymphony.ca

- Process payroll on a bi-weekly basis for all administration employees, ensuring accurate calculation of hours and deductions. *This does not include the musician's payroll.*
- Administer employee benefits programs, including health insurance, RRSP contributions, vacation time, track sick days, banked OT
- Maintain employee records, ensuring compliance with local, provincial, and federal regulations regarding payroll and benefits.
- Assist employees with inquiries regarding their pay and benefits, providing clarity and resolution.
- Coordinate with finance departments to ensure timely and accurate payroll disbursements and reporting.
- Prepare and file necessary tax documents related to payroll and employee benefits in compliance with legal standards.
- Continuously update payroll and benefits documentation, reflecting changes in regulations and company policies.
- Scan in the expense reports
- Generate payroll journal vouchers
- Issue ROE
- Assist with payment of Canadian guest artists by preparing and generating cheques
- Respond to WCB, CRA inquiries
- Calculate WCB quarterly payments and WCB annual payments
- Generate T4s & T2200
- Compile and respond to Stats Canada Surveys
- Office Administration- Orders supplies, and coffee as needed, sends invoices and approval to the finance team for processing

Qualifications

- Associate's degree (2-year program) or equivalent; further education in finance or human resources is preferred.
- Proven experience in payroll processing and benefits administration
- Strong proficiency in payroll software and Microsoft Excel; familiarity with Pay Works systems is a plus.
- Excellent attention to detail with strong organizational skills to manage multiple tasks efficiently.
- Ability to maintain confidentiality and handle sensitive employee information responsibly.
- Effective communication skills, both written and verbal, to liaise with employees and management.
- Knowledge of local, provincial, and federal employment laws related to payroll and benefits.

Remuneration

- \$62,000 - \$64,000 Annually based on experience
- 2 weeks vacation
- Medical and Dental Benefits
- We require all staff to obtain a criminal record check that is not reimbursed by the organization

What it's like to work here

The VSO and the VSO School of Music offer a fast-paced, creative, and strategically minded workplace environment. We are a group of music-loving arts administrators, with a passion for the performing arts, combined with business acumen, personnel management, and leadership, in a strong and collaborative environment. We are proud of the VSO's legacy in musical excellence and are working towards growing our reputation as a world-class orchestra, with state-of-the-art teaching facilities, outreach programs, as well as a community of engaged, philanthropic fans.

The VSO and VSO School of Music offer hybrid working models, though given that we work in live performing events, we know that some evening and weekend work will be required on site.

The VSO and the VSO School of Music **value diverse perspectives, experiences and cultures and are committed to fostering an inclusive workplace.** We encourage applications for this position from members of all groups experiencing barriers to equity.

Benefits

The VSO and the VSOSoM offer a flexible work environment, extended medical benefits available to full time employees, and other incentives and perks.

To Apply

Please email your resume and cover letter to employment@vancouversymphony.ca

Please include “**Payroll Clerk**” in the subject line.

The VSO and the VSOSoM thanks all applicants for their interest, only those applicants selected for an interview will be contacted.

Application deadline

Open Until Filled