



# PROVIDENCE

## PAYROLL TECHNICIAN/FINANCIAL CLERK

For a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### POSITION OVERVIEW

Reporting to the Chief Financial Officer, the Payroll Technician/Financial Clerk will directly contribute to the advancement of Providence's mission by carrying out payroll and other finance department functions.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### PAYROLL DUTIES

- Perform payroll processing functions for all staff and faculty, and student workers: salaried, contracted, and hourly.
- File payroll records and maintain payroll software data.
- Issue records of employment.
- Issue tax documents, such as T4's.

#### FINANCE DEPARTMENT DUTIES

- Assist CFO with general administrative tasks.
- Assist Finance Officer or Accountant with miscellaneous finance department tasks.
- Assist accounts payable clerk with expenditures and the outflow of cash.
- Assist business office accounting clerks with revenues and the inflow of cash.
- Assist financial aid officer with financial aid related tasks.
- Assist the department with miscellaneous tasks associated with busy seasons within the department or related to specific annual institutional events.

### COMPETENCIES

- payroll processes
- detail orientation
- compliance
- MS Office
- communication
- accuracy
- reconciliation
- customer service
- human resources



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- Microsoft Excel
- Confidentiality, discretion, integrity, diplomacy, professionalism, and tact

## PERSONAL COMMITMENT

- An active personal Christian faith commitment
- A commitment to Christian higher education
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

## EDUCATION & QUALIFICATIONS

- Experience processing payroll
- Experience with payroll software
- Completion of the Payroll Compliance Professional (PCP) designation or working towards it is an asset. A willingness to take or complete the program if not taken or completed is required. (Should be completed within about a year of start.)
- Experience in an accounting or office environment
- Proficient in MS Office 365 products, especially Microsoft Excel
- Working knowledge of accounting software is an asset
- Working knowledge of student information system software is an asset

## WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week
- This is an in-person, on-site position, located on our Otterburne campus

## APPLY

Submit a cover letter and resume by email to:

Rick Franks, CPA, CMA, CIA  
CFO  
c/o Marlin Reimer, Director of Human Resources  
Email: [hr@prov.ca](mailto:hr@prov.ca)

Start Date: As soon as possible.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at [prov.ca](http://prov.ca).