



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Bookkeeper and Payroll Officer

Classification: Financial Officer/Bookkeeper/Payroll Officer

Job title: Bookkeeper and Payroll Officer

Position: Regular Year-round Full-time (35 Hours/week)

Salary: \$31.46 /hour plus privileges as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

Closing Date: July 22nd, 2024 or until filled

Anticipated Start Date: ASAP

Posting: Internal / External Posting

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the centre of the Cariboo Gold Rush, which opened the Colony of British Columbia to international settlement and ensured a Canada from “sea to sea”. The site is owned by the Province of British Columbia and managed on their behalf by The Barkerville Heritage Trust, a non-profit society and registered charity.

JOB SUMMARY

The Payroll Officer/Administrative Assistant will work closely with our management team to carry out administrative and financial support tasks to keep the organization running smoothly. They will be responsible for the preparation and processing of biweekly payroll for BHT employees as well as standard Bookkeeper duties.

Status:

- BC General Employees Union (BCGEU)
- Salary grade: \$31.46 plus benefits in accordance with the collective agreement

Orientation and Supervision (How the position fits into the company structure):

- Position reports to Human Resources Manager
- Works as a team member with all Barkerville Heritage Trust site staff, licencees, contractors involved with heritage site operational activities.
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town.

Duties and Responsibilities:

- Processes payroll information by collecting and entering timesheets, calculating, and processing data using payroll software;
- Ensures that employee changes are entered correctly and made on a timely basis; reviews changes for proper authorization and adherence to the CA and the CRA;
- Completes onboarding process for new employees



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- Performs tasks and activities in the accounts payable/receivable function, records and processes payments and revenue, posts financial transactions to accounting system and prepares bank deposits, completes semi-monthly cheque runs, supports Finance Team in accounting functions;
- Maintains office supplies by checking inventory;
- Answers incoming calls and assumes other receptionist duties when needed, responds to questions and requests for information;
- Assists the management team in preparing and reporting on company financials;
- Account management support for subscriptions and services;
- CRM, executive assistance and office management support
- Provides administration support for various departments when required;
- Creates and maintains filing systems related to above duties;
- Completes daily tasks as assigned by the CFO and/or management team when appropriate;
- Performs flexible and varying duties depending on the shifting needs of the organization.

The position requires that the following laws, regulations, policies and procedures be adhered to:

- Work Safe BC regulations;
- The Barkerville Heritage Trust's policies and procedures;
- Maintain high standards of work ethic and confidentiality;
- Adherence to the Job Performance Expectations of the position;
- Performs all operational duties based upon industry standards.

Qualifications, Skills, and Abilities (Requirements needed to perform the job):

- Certified Payroll Compliance Practitioner or demonstrated related experience within the financial industry and a willingness to complete the program within 2 years of employment;
- Proficient in MS Word, Excel, EasyPay, QuickBooks, DATS, Windows Server and similar database systems;
- Good interpersonal skills, reliable, punctual, organized, demonstrates initiative, self-motivation, planning and organizational skills, effective communicator.;
- Good understanding of the BCGEU collective agreement (BHT).

Forward your application via email to kate.cox@barkerville.ca by closing at 12:00 noon, July 22nd, 2024.