



BARKERVILLE

— **HISTORIC TOWN & PARK** —

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

Job Posting: Bookkeeper and Payroll Officer

JOB DESCRIPTION & SUMMARY

Job title: Bookkeeper and Payroll Officer

Classification: Financial Officer/Bookkeeper/Payroll officer

Position: Temporary Part-Time

Duration: 14 hours/week; Leave Coverage

Posting: Internal/External

Closing Date: Thursday, April 17, 2025, or until it is filled.

Salary: \$32.72/hour plus privileges as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

Anticipated Start Date: ASAP

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the center 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.

Your Role:

This position is a temporary part-time position covering a leave. The Bookkeeper/Payroll officer will work closely with our Human Resource and Finance team to carry out administrative and financial support tasks that contain highly confidential and sensitive information, while helping to keep the organization running smoothly. You will be the front-facing staff member when dealing with the public, staff, licensees and managers alike. You will be responsible for the preparation and processing of biweekly payroll in a timely manner for BHT employees as well as standard Bookkeeper duties including journal entries and A/P and A/R.

Status:

- BC General Employees Union (BCGEU)

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

- Position reports to the Human Resources Manager
- Works as a team member with all Barkerville Heritage Trust site staff, licensees, and contractors involved with heritage site operational activities.
- Performs all operational duties based upon museum/heritage 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.

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

- Workers Compensation Board regulations.
- The Barkerville Heritage Trust's policies and procedures.
- BCGEU Collective Agreement, Employment Standards Act and the Labor Relations Board.
- Adherence to the Job Performance Expectations of the position.
- National Payroll Institute's *Code of Ethics*
- Maintain high standards of work ethic and confidentiality.

Main tasks or responsibilities (core duties for the position, including but not limited to):

- Processes payroll information by collecting and entering timesheets, calculating, and processing data using payroll software.
- Ensure that employee changes are entered correctly and on a timely basis; reviews changes for proper authorization and adherence to the CA and the CRA.
- Completes the onboarding process for new employees
- 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 biweekly cheque runs, supports Finance in accounting functions.
- Maintains office supplies by checking and tracking inventory.
- Answers incoming calls and assumes other receptionist duties as needed, responds to questions and requests for information, online bookings for campgrounds and accommodations.
- Assists the management team and the Barkerville Heritage Trust Board of Directors in preparing and reporting on company financials.
- 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 H/R manager as well as completing any other tasks assigned by any member of the Management team when appropriate.
- Performs flexible and varying duties depending on the shifting needs of the organization.

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

- Reading and writing comprehension is a must.
- Certified Payroll Compliance Professional and Bookkeeper. Experience within both a finance and payroll environment a must.
- Proficient in MS Word, Excel, Easypay, QuickBooks online, DATS, Windows Server and similar database systems.
- Good interpersonal skills, reliable, punctual, organized, demonstrates initiative, self-motivation, planning and organizational skills, and is a clear and effective communicator both verbally and written.
- High level of professionalism
- Enter into a confidentiality agreement.
- Obtain a criminal record check.
- Experience with collective agreements is considered an asset.

To apply for this position or if you have any questions, please forward your resume and inquiries to **Krista Bolton, Human Resources Manager, Barkerville Historic Town and Park** via email at krista.bolton@barkerville.ca.