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**Payroll and Accounting Coordinator**

The Zatzman Sportsplex is a large, family-focused health, fitness, and recreation complex, serving all regions of the Halifax Regional Municipality. The facility hosts a variety of facilities and services including a double gymnasium, a large fitness centre, community spaces, two swimming pools, an NHL sized arena with seating for 3,000 people, and so much more. In addition, the facility also sponsors a large-scale community outreach and accessibility program to reduce barriers and ensure that everyone in our community can play at the Sportsplex.

Diversity is a primary value of the Zatzman Sportsplex. We consider individual talents, skills, and unique perspectives to provide the best service to our vibrant community.

The Zatzman Sportsplex is seeking an organized and detail-oriented Payroll and Accounting Coordinator to join the Finance and Administration team. Reporting to the Director, Finance and Administration, this role ensures the accurate and timely processing of payroll and accounting tasks, contributing to our mission of delivering exceptional service to employees, members, vendors, and partners. The role’s responsibilities include the efficient processing of invoices to maintain strong vendor and customer relationships. The Coordinator is responsible for ensuring compliance with internal controls and systems while upholding the highest standards of confidentiality in managing sensitive information and transactions.

Key responsibilities:

* Process payroll accurately and on schedule using SAP (through Halifax Regional Municipality’s platform), ensuring the precise entry of wages, hours, sick days, vacation, and overtime for all employees.
* Maintain the time and attendance system, update pay rates, and coordinate holiday pay to ensure accurate and timely payroll processing.
* Conduct audits of payroll data from SAP reports to verify the accuracy and completeness of hours, rates, and deductions, and perform additional audits for any subsequent payroll adjustments.
* Handle last-minute payroll entries and adjustments promptly, ensuring employees are paid accurately and on time, even in unexpected situations.
* Collaborate with supervisors to gather and process new hire documentation, including WHMIS certification and background checks, and assist staff with the completion of hiring forms.
* Serve as the primary contact for employee payroll inquiries, resolving issues and addressing concerns.
* Collect, prepare, and accurately enter invoices into the accounts payable system, reviewing each invoice for accuracy and completeness.
* Schedule approved invoices for payment based on vendor terms and the Sportsplex’s payment cycle.
* Prepare deposits for miscellaneous customer’s payments and post in Sage Accounting software.
* Review and process sales reports in Sage.
* Contribute to financial audits, ad-hoc financial analyses, and special projects by providing necessary documentation and support.
* Support the General Manager with expense reporting and invoice processing, ensuring accurate financial management and timely transactions.

**Qualifications:**

* A minimum of 2 years’ experience in a similar type of role.
* Strong organizational and time management skills.
* Attention to detail a must along with ability to pivot and achieve deadlines.
* Strong initiative and problem-solving skills.
* Effective communication and relationship building skills.
* Knowledge of payroll software.
* Advanced skills in Microsoft Office products, specifically excel and word.
* A commitment to confidentiality.
* Payroll Compliance Professional certification would be considered an asset.

This is a full-time position with the Zatzman Sportsplex. We offer a supportive work environment including a comprehensive compensation and benefits program, and a pension plan. The salary range for this position is $50,000 to $56,000.

Interested candidates can apply by email with a resume and cover letter to [angela.macmaster@halifax.ca](mailto:angela.macmaster@halifax.ca) on or before Wednesday September 11th, 2024.

Applications can also be dropped off at the Zatzman Sportsplex to the attention of Angela MacMaster.

Any questions can be directed to Angela MacMaster at 902-490-3014.