



# VALLEY MEDICAL LABORATORIES

August 8<sup>th</sup>, 2019

## **VACANCY – Part-time Administrative/Payroll Assistant**

Valley Medical Laboratories is a private medical laboratory providing diagnostic services to the Okanagan Valley from Osoyoos to Lumby since 1969. With a reputation for providing timely, accurate results and excellent customer service, Valley Medical Laboratories employees over 150 team members across 14 locations. We are looking for a team member to join our growing organization.

### The New Role

The successful candidate will be responsible for the preparation of semi monthly payroll, accounts payable, filing, letter transcription, benefits updates, maintaining meticulous records and other general office duties.

- Prepare semi-monthly payroll for processing for approx. 150+ employees
- Verify and update time and attendance records submitted by Managers
- Enter employee changes and validate
- Ensure the payroll run is complete and accurate in terms of employees hours, changes, approvals, overtime, taxable benefits, deductions, and in accordance with company policies and procedures and legislative requirements
- Prepare Records of Employment
- Maintain employee payroll records including pension and entitlement balances
- Creation of payroll reports
- Respond to employees inquiries regarding payroll and benefits
- Assist with new hires and termination process and ensure all required documents are received on time and signed
- Maintain payroll filing on pay period basis
- Process benefits changes and updates
- Assist with other duties requested by the Human Resource and General Managers
- Weekly Accounts payable
- Staff Education arrangement

### **What you need to succeed**

You have a minimum of 3 years' experience of progressive payroll and benefits expertise. You have a high level of attention to detail and the ability to recognize and report inconsistencies and discrepancies before final completion of reporting payroll. You are self-motivated and enjoy working in a team environment. You will have the ability to handle sensitive information in a confidential manner. You have intermediate to advanced knowledge with Microsoft Office (Excel,

Word & Outlook). Experience with Dayforce HCM payroll software is consider as an asset and experience with Simply Accounting software is desirable.

**What you need to do now**

If you meet the requirements for this role, please send your resume!

While we greatly appreciate all the resumes we receive, please be advised that only candidates selected for an interview will be contacted.

**Hours**

Job Type: Part-time approx. 20 hours per week

We are looking for someone on a part-time basis (20+ hours / week). We are somewhat flexible and can accommodate a dynamic schedule.

Please reply in writing by email to Lab Manager – Kara Kirkwood e. [kara@vmlabs.ca](mailto:kara@vmlabs.ca)

**Application will be accepted until 5:00pm August 31<sup>st</sup>, 2019**

External Posting