

Title: Summer Reading for Fun Provincial Payroll Coordinator-Student Position

Newfoundland and Labrador Laubach Literacy Council Inc. is looking for a payroll coordinator for its provincial Summer Reading for Fun Program (SRFF). Summer Reading for Fun is a free program that helps school-age children learn to enjoy reading and writing through one-on-one tutoring sessions.

Terms of Employment: Temporary, Full Time, Week-days 8:30 a.m.-4:30 p.m.

Salary: \$11.15 per hour for 35 hours per week for 8 weeks

Anticipated Start Date: July 2nd, 2018

Location: Corner Brook

Program: Funding for this position is under the Canada Summer Jobs (CSJ) initiative. To qualify, interested applicants must have attended school in the past year and be registered to attend in September 2018. The applicant must also be between 15 and 30 years of age at the start of employment.

Preference will be given to students who experience barriers to employment who are studying business management, office management, accounting or human resource management. Education and experience in payroll, filing and performing general office duties through paid or volunteer work is an asset.

***All new employees are asked to provide a Certificate of Conduct within 2 weeks of commencement of employment.**

Job Description

The payroll coordinator will:

- Obtain payroll information for all Summer Reading for Fun employees
- Maintain all employee payroll files
- Administer funding for each project site and maintain financial files for all sites
- Perform payroll duties for all SRF employees in the province
- Prepare Revenue Canada monthly remittance forms and cheques
- Complete all required forms and questionnaires required by funder
- Respond to all questions and concerns of the volunteer steering committees
- Conduct ongoing consultation with tutors and assist sites as needed
- Compile all statistical information from sites
- Write final program report with a summary of successes, challenges and future recommendations
- Other duties as assigned

Requirements

- Knowledge of payroll administration
- Strong organizational skills
- Ability to work independently and in a team environment
- Computer/ database skills – Simply Accounting, Microsoft Office- Access, Excel, PowerPoint

Deadline for applications: June 1, 2018.

How to Apply: Send résumé with cover letter and 3 references

By E-Mail: laubach@nf.aibn.com

E-mail submissions must be in Microsoft Word format with Subject Line: **NLLLC Hiring Committee-
Payroll Coordinator 2018**