



*Bring your skills and enthusiasm for community service to Lincoln Pelham Public Library! The Payroll/Finance Clerk helps keep the library running smoothly by maintaining excellent records and handling all accounts payable for the organization, through QuickBooks and payroll for the 30+ staff members using ADP.*

**PT Payroll/Finance Clerk**

**Posting date:** March 10, 2023

**Job Title:** Part-time Payroll/Finance Clerk

**Hours of Work:** 15-20 hours weekly

**Compensation:** The starting rate of pay is \$30.00 per hour + 4% vacation pay

**Start date:** April 3, 2023

**Primary Location:** Fleming Branch, Beamsville

**Duties:**

Under the general supervision of the CEO and Directors:

1. Input information required for preparation of payroll for all Library employees.
2. Maintain Employee files, benefits, vacation, attendance and other related matters.
3. Record occupational injuries and illnesses for Employees and maintain associated records.
4. Process invoices for approval and payment using QuickBooks.
5. Ensure timely payment of invoices through EFT and cheques.
6. Compile and report on organizational finances monthly.
7. Record-keeping regarding policies, contracts, etc.
8. Perform other related duties as may be required.

## Qualifications:

- Post Secondary diploma in Payroll, Accounting and/or Human Resource Management is desirable
- Minimum of one (1) year related and responsible experience.
- Knowledge of ADP functionality relating to Payroll
- Knowledge of QuickBooks software
- Demonstrate ability related to microcomputer software and administrative systems in a Windows environment (payroll, word processing, file maintenance, spreadsheet applications, and information input and retrieval).
- Excellent communications skills

If this position interests you and you think your skills are a match, please forward your resume by 5 pm on Friday, March 17, 2023 to:

Julie Andrews  
Chief Executive Officer  
Lincoln Pelham Public Library  
5020 Serena Drive, Beamsville, ON  
[jandrews@lppl.ca](mailto:jandrews@lppl.ca)

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