



Railway Association
of Canada



ACCOUNTING/PAYROLL ADMINISTRATOR

The Railway Association of Canada (RAC) is the national industry association representing close to 60 freight and passenger railway companies and approximately 60 associate member suppliers and partners. RAC's mission is to educate and collaborate with supply chain partners, governments, regulators and other stakeholders and advocate to ensure rail's ongoing role in safely and efficiently moving Canada's goods, resources, and people.

The Railway Association of Canada (RAC) is looking to fill the fulltime permanent position of **Accounting/Payroll Administrator** with a start date of May 2022.

Reporting to the Railway Association of Canada's (RAC) Vice President Finance and Operations, you will support the finance, payroll and administration functions of the association. The ideal candidate will have experience in accounting and payroll functions, be well-organized to meet deadlines, and demonstrate strong attention to detail, accuracy and excellent communication skills.

Interested and qualified candidates are invited to submit their resume in confidence by **March 31, 2022** to skazaka@railcan.ca with a **covering letter** describing their interest and suitability for the position.

The Railway Association of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

THE RAILWAY ASSOCIATION OF CANADA POSITION GUIDE – ACCOUNTING/PAYROLL ADMINISTRATOR

PURPOSE/ OBJECTIVE

The primary objective of this position is to support the finance and administration functions of the Association including accounting, banking functions, payroll, and HR administration.

KEY ACCOUNTABILITIES

- Process accounts payable, credit card reconciliations and expense reports while ensuring adherence to policies.
- Disburse payments electronically and by cheque;
- Generate accounts receivable invoices including member assessments; follow up on outstanding accounts;
- Process and deposit payments;
- Prepare monthly bank reconciliations;
- Prepare monthly HST remittance;
- Prepare monthly accounting entries; maintain chart of accounts;
- Administer bi-weekly payroll and year-end payroll reports;
- Maintain HR reports;
- Compile data for year-end audit;
- Prepare minutes for Finance & Audit committee meetings;
- Assist in office administration including liaison with building;
- Other duties as required.

POSITION REQUIREMENTS

- Business diploma/degree with a minimum of three years related accounting experience, or seven years hands-on accounting experience in a similar position.
- Experience administering payroll and HR;
- Intermediate level MS Excel and related accounting business systems;
- Proficiency (oral and written) in both official languages is an asset.

ATTRIBUTES

- Attention to detail and strong organizational skills; ability to balance multiple priorities and timelines;
- Good communication and interpersonal skills;
- Conscientious and displays good judgment;
- Supportive and team oriented.

LOCATION

- Ottawa: office environment, currently hybrid model.