



Position Title: **Accounting Technician – Payroll and Finance Operations**

Department: **Finance**

Reports to: **Finance Manager**

Position Purpose:

The primary purpose of this role is to ensure the accurate, timely, and confidential processing of payroll. The Accounting Technician will also support daily financial operations, including supplier payments, recording bank receipts, bank reconciliations, account analysis, reporting, and administrative support to the Finance team. This role will help ensure reliable financial information, compliance with internal controls, and timely support to employees and internal stakeholders.

Primary Responsibilities – Payroll:

- Prepare, validate, and process payroll accurately and on schedule.
- Review employee hours, salary changes, deductions, benefits, vacation pay, and other payroll-related information before each payroll cycle.
- Maintain complete, accurate, and confidential payroll records and supporting documentation.
- Investigate and resolve payroll discrepancies promptly, in collaboration with Human Resources and Finance.
- Respond to employee questions related to payroll in a professional and timely manner.
- Prepare payroll reports, personnel cost analyses, and payroll variance reports.
- Ensure payroll activities comply with internal policies, applicable requirements, established approval controls, and confidentiality standards.

Finance Operations Responsibilities:

- Prepare, review, and follow up on supplier payments in accordance with established approval processes and controls.
- Record customer receipts and bank transactions accurately and on time.



- Assist with bank reconciliations and investigate discrepancies or outstanding transactions.
- Analyze accounts payable, accounts receivable, payroll-related accounts, and other assigned general ledger accounts.
- Prepare operational and financial reports to support the Finance team and management.
- Maintain complete and well-organized financial files, supporting documents, and records.
- Provide timely support to the Finance team and collaborate with other departments to resolve inquiries and issues.
- Identify opportunities to improve financial processes, controls, and data quality.
- Comply with internal policies, financial procedures, and confidentiality requirements.

Required Qualifications and Skills:

- Diploma or education in Accounting, Finance, Business Administration, or a related field.
- Experience in payroll processing, accounts payable, accounts receivable, bank reconciliations, or financial operations.
- Strong practical knowledge of payroll processes, including validation of payroll data, deductions, benefits, vacation pay, and payroll controls.
- Advanced Excel skills, including formulas, pivot tables, filters, lookup functions, and data analysis.
- Experience using accounting software, online banking platforms, and payroll systems.
- Strong analytical skills and the ability to identify errors, discrepancies, and inconsistencies.
- Excellent attention to detail, organization, accuracy, and follow-up.



- Ability to manage confidential financial and payroll information with discretion.
- Strong teamwork, communication, problem-solving, and internal customer service skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Proactive mindset and interest in continuous process improvement.

Key Competencies:

- Attention to detail and accuracy
- Analytical thinking
- Organization and follow-up
- Teamwork
- Problem-solving
- Integrity and confidentiality
- Results orientation
- Adaptability and continuous improvement