PSPP CORPORATION

Position:	**Accounting Administrator**
Location:	PSPP Corporation office, Edmonton, Alberta
Position Type:	Full-Time, Permanent
Starting Salary:	$50,000 to $65,000 plus comprehensive pension and benefits
Hours of Work:	36.25 hours per week with core office hours of 9:00am-3:00pm
Closing Date:	Open until a suitable candidate is found

PSPP Corporation is the Administrator of the Public Service Pension Plan and the Trustee of the Plan fund. PSPP is a jointly-sponsored, multi-employer, defined benefit pension plan for employees of the Government of Alberta, public agencies, and specified universities. PSPP has over 100,000 members, 29 participating employers, and over $22 billion in assets. For more information on the Plan, please visit the Plan website.

Recruitment is for an **Accounting Administrator.**

Reporting to the Chief Finance and Risk Officer, and working under the direction of the Accounting Officer, the Accounting Administrator provides accounting, payroll, procurement, records management, and administrative support services to PSPP Corporation.

The position is responsible for carrying out routine financial and administrative processes while ensuring records are accurate, complete, and maintained in accordance with established policies and procedures.

The Accounting Administrator contributes to the success of the PSPP Corporation team. The position plays a hands-on role in the full corporate accounting, and finance functions.

The incumbent must demonstrate an ability to maintain professional, productive, and supportive working relationships. The incumbent must be able to work independently and in a team environment. This position is expected to identify opportunities for streamlining processes to enhance business processes.

This position regularly handles confidential and sensitive information. It is critical that the Accounting Administrator exhibits a high degree of professionalism, tact, and integrity.

Qualifications:

- Diploma or degree in Accounting, Business Administration, Finance, or related field.
- 3+ years of accounting, bookkeeping, and/or payroll experience.
- Experience with Quickbooks Online will be considered an asset
- A combination of equivalent education, training, and experience will be considered.
- Candidates must obtain and pass a criminal record check.

Skills, Abilities & Knowledge:

- Experience with full-cycle accounting on a cloud-based accounting system.
- Experience with financial reporting and variance analysis.
- Experience with processing payroll.
- Ability to effectively manage projects, including planning, organization, and implementation phases.

- Proficiency in Microsoft Office suite (e.g., Word, Excel, PowerPoint, Outlook, Teams, SharePoint).
- Excellent analytical and communication skills.
- Excellent interpersonal skills.
- Highly analytical with strong attention to detail.
- Ability to set own agenda while meeting expectations.
- Ability to work independently as well as within a small team environment

Responsibilities and Activities:

Accounts Payable & Financial Administration

- Process vendor invoices and payment requests.
- Verify invoice coding and supporting documentation.
- Prepare electronic payments.
- Process employee expense claims.
- Maintain accounting records in Quickbooks online and supporting documentation.
- Prepare journal entries.
- Maintain fixed asset schedules.
- Assist with month-end procedures.
- Monitor outstanding invoices and follow up, as required.

Payroll

- Assist in the processing of board and committee member remuneration claims, including coding, tracking, monitoring compliance with policies, obtaining approvals, and payments.
- Processing and reporting of the Corporation's payroll.
- Assist in the preparation of T4 reconciliation and reporting.
- Assist in semi-monthly, and annual pension plan reporting.
- Assist in onboarding and offboarding activities related to payroll and benefits.
- Assist the CFRO with the management of employee benefit programs.
- Maintain employee/Board payroll and benefits records.

Banking and Reconciliations

- Prepare monthly bank account reconciliations for review.
- Monitor bank transaction and proactively identify any issues.
- Investigate and resolve discrepancies in banking, or payments.
- Track expenses related to specific contracts and ensure budgets are maintained.

Procurement and Contract Management

- Maintain contract and procurement files.
- Track contract renewal dates and deliverables.
- Assist with request for proposals and vendor onboarding.
- Coordinate procurement documentation and approvals.

Miscellaneous

- Carry out special projects as delegated by the CFRO or CEO.
- Assist with public disclosure reporting.
- Assist the CFRO with audit related items, including working papers.
- Assist in the preparation of Board and Committee meeting materials.
- Assist in the preparation of the annual budget and business plan.
- Assist with records management and information requests.

How to Apply:

If you are interested in this position, please submit your resume to PSPP Corporation at recruitment@pspp.ca.

Please Note:
The successful candidate will be required to undergo a security screening as a condition of employment.

Flexible work arrangement:
This position is an in-office position working at PSPP Corporation's Edmonton office. The position has a 36.25 hours per week requirement. PSPP Corporation currently offers flexibility in scheduling work hours remaining outside of core office hours, 9:00am-3:00pm Monday to Friday.

Subject to meeting and project requirements, all PSPP Corporation staff currently have the option to work remotely Thursday, Friday and Mondays.

PSPP Corporation offers a competitive salary and a comprehensive and flexible benefit package. The position participates in the Public Service Pension Plan.

Thank you for your interest in PSPP Corporation. Only those candidates selected for interviews will be contacted.