



POSITION OPENING - Live the Mission!

Payroll & Reconciliation Specialist

Our Lady Seat of Wisdom College (SWC) seeks a Payroll & Reconciliation Specialist to begin **September 2025**

Reporting to the Director of Finance, the Payroll & Reconciliation Specialist is primarily responsible for payroll processing, donation reconciliations, bank reconciliations, payables support, and other duties as assigned. Such duties are performed in accordance with Our Lady Seat of Wisdom College's Mission, established policies, procedures and current legislation. The Payroll & Reconciliation Specialist will support and promote the Mission and Vision of the College.

This is a part-time position: approximately 15 hours per week. It may be combined with other part-time positions to give closer to full-time hours.

Salary is commensurate with experience, within the context of SWC's nature as a non-profit organization. Current range is between \$17,000 to \$18,000 per year. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

Duties and responsibilities:

The Payroll & Reconciliation Specialist will be responsible for:

- Reconciles General Ledger, bank accounts, recoverable events, cash to be deposited, and processes journal entries for reconciliation.
- Processes payroll for employees and work-study students each month ensuring that the Employment Standards are maintained.
- Prepares employee information for charity returns.
- Administers employee benefits plans.
- Process payroll journal entries.
- Reviews and prints the monthly payroll summary.
- Support in the completion of T4s.
- Reconciles donations by comparing the donation summary from the Development office to the General Ledger each month and prepared adjusting entries, if necessary.
- Supports accounts payable activities as needed.

- Arranges schedules and updates the Director of Finance on any changes for Finance Assistants.
- Assigns jobs for work-study students in Finance.
- Verifies hours as necessary.
- For all work study students at SWC - Gathering required documentation, processing payroll according to normal processes (payroll with adjustments to tuition accounts as required.)
- Updates monthly bank deposits and withdrawals
- Respond to inquiries, as required.
- Assists in the preparation of financial reports, as assigned by the Director of Finance.
- Other duties assigned from time to time.

Skills/Qualifications:

- Diploma in Business, including successful completion of Accounting/Payroll courses.
- An equivalent combination of education and experience will be considered.
- Excellent verbal and written communication skills.
- Attention to detail and accuracy
- Strong task and time management skills
- Knowledge of and ability to learn and adapt to various software.
- A proven track record in the area of confidentiality, which will be verified through consultation with the referees.

Additional requirements:

- Minimum of two years payroll, accounts payable or general accounting experience.
- Knowledge of relevant accounting software (Sage 50 and ADP Team Pay) is an asset.
- Proficient with computers, Google Suite, MS Office, Excel, and Word.
- Equivalent to an Ontario class "G" driver's License is an asset
- Experience at a Catholic institute of higher education is an asset.
- A Criminal Record Check

Send a resume along with the contact information of three references to hr@seatofwisdom.ca

Our Lady Seat of Wisdom College
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Barry's Bay, Ontario K0J 1B0 Canada.

Direct inquiries to John Boskill
Ph: 613.756.3082. Toll-Free: 877.369.6520.

Our Lady Seat of Wisdom College (SWC) is a private institution that offers Bachelor of Arts Degrees in the Catholic tradition of the Liberal Arts. Two defining characteristics of SWC are its faithfulness to the Magisterium of the Catholic Church and its commitment to providing excellent, comprehensive liberal arts formation, with courses in Theology, Philosophy, Literature, History, Social Sciences, Languages, Fine Arts, Music, Mathematics, and Natural Sciences. SWC is recommended by the [Cardinal Newman Society](http://cardinalnewmansociety.org) <cardinalnewmansociety.org>.