



Coral Beach Farms is the northernmost large-scale cherry producer in North America. We grow premium cherries along the shores of Okanagan Lake in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all hand packed in our state of the art facility, located right on our farm, and shipped to our customers worldwide.

Job Title:	Payroll Clerk	Start Date:	July 2012
Department:	Accounting	Reports to:	Accounting Manager
Job Purpose			
To assist in ensuring accurate and timely in-house payroll in accordance with statutory regulations.			
Job Responsibilities			
The payroll clerk is responsible for entering payroll and personnel information into a computerized system to preserve the accuracy of records. The payroll clerk responds to all disputes about payments for all individuals in the company.			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Compile payroll data, enter data and reconciles errors, to maintain payroll records, using computer. • Control of advances and deductions. • Manage the Time clock, for the correct record of hours worked. • Reviews wages computed and correct errors to ensure accuracy of payroll. • Records data concerning transfer of employees between departments and hours worked per department. • Prepare periodic reports of earnings, taxes, and deductions. • Process new employees and leaving employees, verifying that their information is reliable and correct. • Record sickness and other absences 			
Skills & Qualifications			
<ul style="list-style-type: none"> • 2+ years experience handling payroll with speedy and accurate data entry skills • You have a high level of attention to detail when dealing with all employees with special attention given to the specific payroll requirements of our 200+ Foreign Workers. • Working knowledge of the Seasonal Agricultural Workers Program (SAWP) is an asset. • Ability to be timely and adapt to changing environments is a must. • Able to work for extended periods of time in a physically demanding environment while maintaining a focused and cheerful manner. 			
Working Conditions			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that:</p> <ul style="list-style-type: none"> • As agricultural employment that overtime provisions do not apply for these positions. <p style="text-align: center;">Applicants must be available from early July until early to mid Sept 2012.</p>			
Performance Measures (Factors defining success)			
Error free payroll processing	Timely reporting / Attendance	Works well with others	
Job Category:	Plant	Location:	Main Farm
Employment Status:	Seasonal – Part Time	Manages Others:	No
Hourly Wage:	\$16-18/hour		
Approved by:	David Geen	Date Approved:	February 1 st /2012
Please apply online at www.coralbeach.ca			