



PAYROLL OFFICER

- Not for profit organisation supporting the homeless and those at risk of homelessness
- SCHCADS Industry Award Level 4 with access to attractive NFP salary packaging
- Supportive, inclusive, and diverse workplace with well-established systems and processes

About us

Merri Outreach Support Service (MOSS) was established in 1989 with the aim of providing better access to support, housing and social options for people who experience homelessness or at risk of becoming homeless. MOSS also seeks to address the underlying social and structural causes of homelessness. We provide a range of services to homeless and marginalised people in the North and West Metropolitan Region of Melbourne and are committed to providing holistic services to a high needs cross target group.

About the opportunity

This is a permanent full-time role based in Broadmeadows. We are currently working from home but expect to move to a flexible hybrid working model involving a mix of office based and remote working during 2022. Reporting to the Finance and Business Manager and working within a friendly, professional, committed, and positive small team you will provide operational guidance, technical expertise, and support on all payroll related matters. This includes:

- Processing end to end fortnightly payroll including adjustments, tracking leave, salary packaging, reporting and payroll filing
- Maintaining the payroll & HR system including contracted hours, contracted shifts, new starters, and terminations, resolving employee inquiries and administering employee records (including notification of due-to-expire certification, qualification, etc)
- Preparing monthly superannuation payments and preparing and lodging quarterly Portable Long Service Leave returns and reimbursements
- Participating in payroll related month end tasks and year-end financial audits and completing payroll and WorkCover related projects and the coordination of employee Probity checks
- Contributing to the quality and audit review of payroll information and keeping abreast of changes and updates to legislation, processes, and procedures (ATO requirements, Superannuation, Modern Awards and MOSS Enterprise Agreement).
- Actively participating in relevant projects that enhance workforce and payroll outcomes
- Producing and maintaining workforce metrics and employee data for analysis and reporting

Key Requirements

- Qualifications in Payroll, Accounting or Business and prior successful experience in payroll with knowledge and understanding of relevant legislation and Award classifications
- Experience with MYOB and proficiency in MS Office suite (Excel, Word, Outlook)
- Attention to detail, strong analytical skills, and a self-starter with the ability to work autonomously and organize workload to meet demands
- Current Working with Children and Police checks
- COVID-19 vaccinated and willing to provide certificate of vaccination
- Experience in the Community/NFP sector and proficiency with Eziway and Sharepoint is preferred

Next steps

Specific questions and/or applications (including a current resume and a brief application letter outlining your claims to the position) are to be forwarded to Mark Dalton, Independent Recruitment Consultant via mark@recruitmentchap.com

Please note that resumes without an application letter may not be acknowledged or considered.