

Role Profile

Position Title: Payroll and Benefits Coordinator

Position Summary: The Payroll and Benefits Coordinator will run the daily functions of the Payroll department. Beyond processing semi monthly payroll and performing benefits administration, there is an opportunity to grow into more complex HR tasks such as recruiting, dispute resolution, and internal HR policy development. This role will ensure compliance with provincial legislation, regulations, and internal controls.

Key Responsibilities:

- Processing, submission, verification, and distribution of semi-monthly payroll.
- Preparation of payroll and benefits allocation journals.
- Preparation and maintenance of payroll analysis and budget schedule.
- Administration of the company's benefits systems, including annual plan reviews.
- Remittances to all stakeholders (WCB, WSIB, WorksafeBC, benefits providers, etc.).
- Manages and maintains employee records; ensures all confidential employee files are maintained according to standards and process and are compliant with applicable laws, policies, and audit requirements.
- Verification and preparation of commission payments.
- Preparation and submission of ROEs, employee terminations and final pay calculations.
- Yearend Reconciliations, WCB & BC EHT, T4 preparation, T2200.
- Partial Recruitment process of managing job postings, using job descriptions provided by hiring managers
- Prepares new hire packages and New Hire meetings with new employees.
- Prepares documentation and employment paperwork including but not limited to employment letters, new hire paperwork, terminations letters, and salary change letters
- Track and report on company trends/statistics.
- Other HR and admin duties as required.
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**Qualifications
Required:**

The successful candidate for this role will have some combination of the following qualifications:

- Bachelor's Degree (preferred)
- Payroll Certification (preferred)
- Payroll: 3 years (preferred)
- Human resources: 1 year (preferred)
- Proficiency with Microsoft Excel, Word and Outlook
- Good business acumen with strong communication skills
- An ability to be a “team” player and Safety role model
- Annual travel to branches in Western Canada may be required

**This Position
Reports To:**

Corporate Controller

Location:

In Office