



Payroll and Benefits Administrator, Administration

Part-Time – 12-16 hours per week.

Accessible Housing opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

For more information about Accessible Housing, please visit our website at www.accessiblehousing.ca.

Job Overview

Reporting to the Director of Finance, the Payroll & Benefits Administrator will work as a member of the finance team with the responsibility to administer the bi-weekly payroll for approximately 50 employees. The Payroll and Benefits Administrator will be responsible for all benefits administration, reporting, etc. This position will also assist with accounting duties as required.

Duties and Responsibilities

Principles and Values

- Promote organizational values: integrity, community, compassion and empowerment.
- Promote teamwork by creating a supportive, collaborative and open work environment.
- Demonstrate knowledge of agency philosophy, work in a confidential, ethical manner, and represent the agency in a positive manner.

Payroll and Benefits Administration

- Verify timecards for processing, verify payroll calculations for multiple pay rates and departments.
- Prepare payroll using ADP Workforce Now on a biweekly basis for salary, hourly and casual employees.
- Prepare and verify off-cycle payroll runs as required.
- Ensure that payroll changes, benefits payments, contributions, and transfers are accurately processed.
- Ensure payroll setup and calculations are compliant with legislation and organization policies.
- Remain up to date on all new legislation and policies (Employment Standards, CPA, etc.).
- Enter payroll journal entries, into accounting software (QuickBooks).
- Process terminations and issue ROEs.
- Prepare pay cycle, quarterly and annual reconciliations in preparation for year end.
- Review T4s and other year-end statements and reporting for accuracy.
- Maintain payroll checklists and files.
- Track health & dental benefits, Employee and Family Assistance Program, RRSP plan, and WCB.
- Add, terminate, and update employee benefits and record changes in HR records.
- Review benefit invoices for accuracy and prepare payments.
- Remit matched RRSP contributions.

- Assist with preparation of annual WCB returns at year end.
- Assist with year-end audit reports, reconciliations and related support.
- Communicate with benefits providers as needed.
- Provide policy guidance and interpretation.
- Respond to employee inquiries regarding payroll and benefits.

Accounting Support

- Provide accounting support as required which may include; entering accounts payable into accounting software banking, and other confidential administrative tasks in the finance department.

Other

- Prepare payroll and benefits reports for funders, auditors, or others as needed.
- Ensure the confidentiality and security of all financial and employee files.
- Participate in meetings, committees, and organizational events as appropriate.
- Provide support to HR when needed to maintain employee files.
- Other duties as assigned.

Qualifications and Experience

- 3 to 5 years of payroll and benefits administration experience, including year-end review of T4s.
- Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) certification is preferred.
- Minimum 2 years of experience with ADP.
- Advanced skills in Microsoft Office applications.
- Experience using QuickBooks is considered an asset.
- Proven knowledge of basic accounting principles.
- Knowledge of Federal and Provincial payroll, WCB, benefit and RRSP regulations, employment standards, guidelines and requirements.
- Entering, reviewing and verifying accuracy of data.
- Accounting and analytical skills.
- Superior organizational, priority, and time management skills and ability to meet deadlines.
- Strong critical thinking skills.
- Excellent verbal and written communication skills.
- Ability to exercise discretion, judgment, and maintain a high level of confidentiality.

Core Competencies

Attention to Detail

Ensures consistently high level of accuracy and completeness of work in a timely manner.

Accountability

Accepts responsibility for own actions and decisions and demonstrates commitment to working in an ethical, efficient and cost-effective manner. Self-motivated and results oriented.

Flexibility

Openness to different and new ways of doing things; willingness to make recommendations regarding process modifications to improve efficiency and accuracy.

Planning and Organizing

Consistently prioritizes and organizes multiple activities to meet regular, ongoing deadlines.

Problem Solving

Seeks out information, asks questions, analyzes problems, overcomes challenges, and implements solutions.

Communication

Effectively communicates with all organizational levels in both verbal and written form, actively listens to understand the meaning and intent of others' communications.

Integrity

Consistently adheres to all legal, social and organizational standards, including confidentiality and security of files, valuing and honouring commitments.

Working Conditions

- The Payroll and Benefits Administrator works 16 hours per week but there is the possibility of additional hours and responsibilities in the future.
- The Payroll and Benefits Administrator will enjoy a flexible schedule but must work during weekdays and be available on Mondays during payroll weeks.
- The Payroll and Benefits Administrator usually works in an office environment with long periods of sitting.
- For the time being while COVID-19 is a factor, this position may be required to work remotely, or a combination of office and remote work. This may change at any time based on Accessible Housing's discretion.

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Payroll and Benefits Administrator** in the subject line. Applications can be sent to resume@accessiblehousing.ca.

Closing Date for Applications: Until a suitable candidate is found.

We thank all candidates for expressing an interest in this position and we will be in touch with those candidates demonstrating the best fit for the organization's needs.