

POSTING

PAYROLL SPECIALIST

Temporary Full Time (35 hours per week)
8-12 months in duration (possibly leading to a permanent role)

Payroll

An opportunity exists for a temporary full time Payroll Specialist with the possibility of the position leading to permanent status.

The successful candidate will be responsible for assisting in the implementation of a payroll system for both union and non-union staff.

KEY DUTIES AND RESPONSIBILITIES

- Compiles, verifies, inputs and processes payroll in a timely and accurate manner. Liaises with payroll outsourcing company, to ensure accurate and timely processing.
- Working with Managers and staff to assist in creating work schedules for time system as well as job costing.
- Ensures system is set up according to current ESA as well as collective agreement guidelines.
- Assist in payroll implementation as well as reviewing and checking system setup before moving to production.
- Understand creating reports for payroll.
- Understanding of pension and benefits administration to assist the Payroll & Benefits Manager.
- Assist in training managers on use of new system including creating a user manual.
- Understands and assists in creating payroll and time codes for system as well as full circle mapping.
- Deals with inquiries from employees and other stakeholders.
- Travel using own vehicle to company sites within Surrey will be required. Kilometers are reimbursed.

QUALIFICATIONS

Skills, abilities and competencies that are considered assets in this position:

- PCP or CPM required
- Three to five years of relevant payroll processing experience, in a union and non-union environment
- Experience in payroll/time system implementations preferred.
- Experience with ADP Workforce Now considered an asset.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer
committed to hiring a diverse workforce.

Posted: 01/06/2020

OCS Posting #21495

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position].

CLOSING DATE:

Resumes will be reviewed starting January 13, 2020 but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Sandra Morrison
Deputy Executive Director, People & Culture
Options Community Services Society

Email: sandra.morrison@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21495] and outlining your qualifications and related experience for the position.