

We're Hiring!



PAYROLL ASSISTANT

Posting Requisition	<i>A22087</i>	Program	<i>People and Culture</i>
Job Type	<i>Permanent, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position is responsible for the accurate and timely processing of union and non-union payroll and benefits and preparation of reports, for a large multi-service Society.

ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services Society (OCS), as established in policy and procedure manuals, Health and Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Ensures compliance with all statutory requirements and collective agreements, as they relate to the Society's payroll.
- Leads the administration of employee group benefits plans; prepares and distributes employee benefit packages, including enrollment, terminations and amendment documents.
- Leads the administration of the Municipal Pension Plan.
- Verifies, reconciles and prepares payment of benefit billings and contribution reports.
- Compiles, verifies, inputs and processes payroll in a timely and accurate manner. Liaises with payroll outsourcing company, to ensure accurate and timely processing. Reconciles statutory and non-statutory payroll related costs.
- Maintain employee records, including vacation, statutory, sick and overtime banks.
- Assist in implementing payroll policies and procedures, in collaboration with the Human Resources Department.
- Generates payroll and benefit related reports.
- Receives and responds to inquiries from employees and other stakeholders.
- Ensures numerical, payroll and financial recording accuracy and compliance with established procedures, policies and internal controls.
- Performs other duties as required and will follow written and verbal directives from his or her immediate supervisor, or designate.

QUALIFICATIONS

Education, Training, and Experience:

- Minimum two (2) years of relevant payroll processing experience, in a union and non-union environment - preferably in a not-for-profit multi-service organization.
- Canadian Payroll Association certification is desirable.

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Skills and Abilities:

- Excellent communication, time management, analytical and organization skills.
- Advanced technological skills, including proficiency in Microsoft Excel, ADP (Workforce Now) payroll system.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Is a team builder, one who takes initiative to assist, learn and pro-actively support their colleagues.
- Service-orientated mindset and the ability to be both pro-active and responsive to employee and management enquiries.
- Commitment to a problem-solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Have no relevant criminal history.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Karen Minhas, Manager, Payroll and Benefits
Options Community Services Society
Email: recruitment@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22087] and outlining your qualifications and related experience for the position.