



## **PAYROLL COORDINATOR REGULAR FULL TIME**

***Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.***

We have an exciting opportunity for a Payroll Coordinator to join our team. Reporting to the Manager, Payroll and Benefits, the Payroll Coordinator is responsible for ensuring accurate processing of hourly and salary payroll, payroll reports, and assuring compliance with all applicable provincial legislation and organizational policies and the collective agreement. The successful candidate will be part of a multi-disciplinary team, with a client-focused and team-based approach, with a passion towards ensuring payroll functions run smoothly and on time. Specific functions include but are not limited to:

- Leading full-cycle payroll functions including setting up new hires, employee changes, terminations, seasonal adjustments.
- Updating employee maintenance files through ADP Workforce Now (WFN).
- Maintaining secure and confidential personnel files and reports.
- Communicating with, and ensuring the timely enrolment and administration of employees for group benefits and/or the pension plan.
- Processing and remitting employee deductions including benefit premiums, union dues and garnishments.
- Administering and processing bi-weekly payroll for salary, hourly and temporary employees.
- Reconciling timesheets including, but not limited to, adjusting leave entitlements and time entry errors.
- Responding to a variety of inquiries surrounding payroll and benefits from managers, employees, and escalating issues when necessary.
- Conducting account analysis and reconciliations on taxable benefits, vacation entitlements, employee benefits, and CPP/EI/Income Tax deductions.
- Reconciling of CRA Accounts.
- Maintaining Year-end reconciliations and updating Year-end adjustments.
- Generating and processing statutory government filing such as T4 and ROE through WFN and/or WEB ROE in an accurate and timely manner.

Our ideal candidate has demonstrated the above skills and experience in payroll processing and is able to adapt to changing and dynamic situations quickly. Our candidate is driven by details and has strong communication, analytical and critical thinking skills, and can work independently but also as part of a collaborative team.

### **Qualifications:**



A minimum of 3 years' progressive experience working as a Payroll Coordinator, or Administrator in a unionized, public-sector environment. Experience with not-for-profit or social services organization would be considered an asset.

Our successful candidate will have Payroll Compliance Practitioner Certificate (PCP) designation or be actively working towards certification as well as working knowledge of ADP Workforce Now or similar payroll processing programs.

This is a non-unionized position with a pay range of \$28-\$33. Advancement in salary is dependent on successful performance, and established OCS funding and pay policies.

Please submit your applications to [Careers@options.bc.ca](mailto:Careers@options.bc.ca) by 4:00 pm January 20, 2024.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice.

We thank all applicants for their interest in working with OCS. Due to the volume of applicants, only those qualified and shortlisted will be contacted.

***The land which we are on is the unceded territories of the Coast Salish peoples including Kwantlen, Katzie, Matsqui, Musqueam, Semiahmoo, Tsawwassen, Kwikwetlem and the Sto:lo Nations.***