

**Communitas Supportive Care
POSTING #2240**

April 16, 2014

TITLE: Payroll Assistant

LOCATION: Provincial Office, Abbotsford

REPORTS TO: Payroll Manager

POSITION SUMMARY

This permanent full time, 40hr/week position provides assistance to the Communitas payroll department in the areas of payroll and benefits administration for a staff of 450 employees, including unionized and non-unionized settings.

SPECIFIC DUTIES

- Assist in processing semi-monthly payroll for all Communitas staff
 - Set up and maintain shift schedules in Avanti
 - Ensure accuracy of approved timecards; crosscheck with request forms (e.g. LOA, training response, vacation, etc.)
 - Print payroll processing reports
 - File transfers (EFT, CSB, etc)
 - Regular backups/updating
- Compile and distribute various post-payroll reports:
 - Produce Records of Employment
 - Vacation and banked time reconciliation
 - Statutory deductions reconciliation
 - Employee receivables reconciliation
 - MPP remittance and reconciliation
 - WCB setup confirmation
- Prepare and distribute various monthly reports/spreadsheets:
 - Monthly reconciliations: Life T/B (union and non-union), MSP, Global Health (union and non-union), Union Dues, garnishees, Canada Savings Bonds
 - Union Dues remittance
 - Employee donations report to Resource Development
- Liaise with DMI/WCB regarding earnings information requests
- Assist Payroll Manager with various processes as required in order to maintain knowledge needed to fill in during absences
- Provide assistance with benefits administration in the absence of Benefits Administrator
- Keep abreast of current payroll legislation and benefit policies/contracts – union and non-union
- Other duties as required

REQUIREMENTS

- Completion of Payroll Compliance Practitioner (PCP) certification
- Minimum 2 years of experience processing payroll for over 100 employees
- Experience with HR/Payroll Integrated Systems (in-house)
- Excellent computer skills and experience with Microsoft Excel/Word and online reporting systems
- Experience with benefits administration is an asset
- Philosophy of service that is in line with the philosophy and values of Communitas
- Excellent written and verbal communication skills
- Excellent teamwork skills, as well as the ability to work independently
- Ability to relate effectively with management and staff
- Excellent organizational skills
- Ability to work accurately and effectively in a fast-paced and changing environment

APPLICATION CLOSING DATE: April 30, 2014

POSITION START DATE: ASAP

RESPOND IN WRITING TO: Leslie Friesen, HR Recruitment Coordinator
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