



**Payroll Administrator, Finance**  
**(Posted: May 17, 2023 – June 7, 2023)**

**Job ID #:** 2023-Admin-05

**Position:** **Payroll Administrator, Finance**  
ISSofBC Welcome Centre – Vancouver  
Regular full-time position at 35 hours per week starting as soon as possible.

**At ISSofBC we believe in:**

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

**Why choose us!**

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

**Summary:** Reporting to the Controller, is responsible for ensuring the administration and processing of the organization's payroll in the Payworks system, employee benefits function and for providing support to other finance and accounting functions as required.

**Reporting To: Controller**

**How You'll Make a Difference**

- Administers payroll in accordance with statutory regulations and established policies and procedures.
- Verifies all employee timesheets and supporting payroll documentation for accuracy and completeness before entering data into the Payworks payroll system. Ensures all timesheets are supported by prescribed forms as required per established policies and procedures. Verifies the accuracy of calculation on the timesheets and the supporting documents; and that all timesheets are properly approved by approving supervisor.
- Summarizes data from timesheets onto a spreadsheet for import into the payroll system, ensuring that the payroll data is transmitted and processed in a timely manner.
- Prepares and issues off-cycle payroll payments due to late timesheets, pay adjustments, etc. as required. Enters off-cycle payment data into the payroll system to update the YTD payroll register.
- Prepares and posts Sage 300 GL journal entries to reflect all payroll transactions based on bi-weekly payroll reports. Adjusts journal entries as required.
- Analyses and reconciles all payroll related GL accounts and ensures that all end of calendar year employee earnings and deductions are accurately reflected in the payroll register.
- Prepares ROE's as required.

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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- Processes enrolment documents for employee Group RRSP's and Group Medical benefits, administers changes to coverage information and responds to employee queries. Liaises with PCI/HR department to verify employee entitlement to benefits.
- Maintains and updates employee information in the Payworks payroll system.
- Assist in the calculation and preparation of the Employer Health Tax return and the WorkSafe BC return.
- Assembles sorts and distributes payroll related reports. Maintains filing system for payroll related documents and forms. Reconciles government statements and remittances.
- Responds to employee payroll and benefit inquiries and requests. With PCI/HR's approval/request, responds to inquiries by third parties regarding employment verification.
- Perform other related duties as required.

#### **What You Bring:**

Completion of post-secondary training in all aspects of payroll from a recognized training institution supplemented by a minimum of two (2) years recent related experience work performing payroll and benefit responsibilities in a medium-sized organization, OR an equivalent combination of education, training and experience acceptable to the employer. Completion of the Payroll Compliance Professional (PCP) designation is preferred.

#### **What Makes You a Change Maker**

- Ability to communicate effectively in both written and oral English.
- Ability to deal effectively and courteously with people of diverse cultural backgrounds and at all levels of the organization.
- Strong analytical skill and attention to detail.
- Demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Demonstrated proficiency in Microsoft Office Suite.
- Service-oriented with a demonstrated willingness to help achieve the department and the organization achieve desired objectives and targets.
- Demonstrated ability to remain current in all aspects of Canadian payroll legislation and practices.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

#### **ISSofBC Value Proposition**

- Role Salary Range: \$26.86 - \$35.11 per hour.
- Expected Starting Range: \$26.86 - \$30. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

**ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.**

**If you are passionate about making a difference, apply now!**

Applications must include "**2023-Admin-05**" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

*For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.* Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.

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