



Position Title: Payroll & Benefits Coordinator

Reports to: Manager of Finance

Department: Finance

Pay Range: \$50,000 – \$55,000

How to apply: Please send your Cover Letter and Resume to resumes@pacificahousing.ca by February 19, 2019 at 11:59pm.

Organizational Focus:

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families. We offer the successful candidate a rewarding, stimulating environment with competitive salary and an excellent benefit package.

Pacifica Housing is a growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

Position's Primary Objectives:

As a key member of the Finance team, the Payroll & Benefits Coordinator ensures that all aspects of the payroll cycle for all Pacifica employees and benefits administration (MSP, Extended Health, RRSP) are processed in a timely and accurate manner and in accordance with Pacifica Housing and government policies and act as the backup for AR and AP as needed.

Key Responsibilities:

Completes all payroll functions in order to ensure staff are paid in an accurate and timely manner including:

- preparing bi-weekly payroll, administering employee benefits, ensuring completeness and accuracy for 150 employees and growing;
- administration of web based time sheets;
- establishing and maintaining confidential employee payroll files;
- processing all related forms (such as TD1's);
- remitting source deductions to CRA;
- calculating and verifying all details related to salaries and benefits and identifies discrepancies/anomalies/questions to the Director;
- preparing reconciliations and files applicable reports after each pay, monthly, quarterly and annually such as ROE, source deductions, WCB, and T4s;
- assisting with payroll queries from employees;

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- providing assistance to managers with Employment Standards Act and Regulations;
- timely processing of employment terminations and paperwork; and
- posting journal entries from Avanti payroll to Yardi accounting software.

Performs other related duties including:

- providing coverage for AR and AP; and
- assisting with other projects as needed.

Qualifications (minimum Education and Experience requirements):

Education:

- Canadian Payroll Association Certificate (PCP) or Certified Payroll Manager (CPM) is required

Experience:

- 3 year payroll experience is required
- Experience with payroll software. Experience with Avanti would be considered an asset
- Property management related experience would be considered an asset

Knowledge, Skills and Abilities:

- Excellent communication and interpersonal skills
- Ability to work tight deadlines
- Excellent attention to detail and accuracy
- Proficient in computerized accounting systems and the principles and practices of accounting
- Proficient in MS Office suite
- Strong team player

Note: *An equivalent combination of education and experience may be considered.*

Employee Benefits:

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Program
- Employee Assistance Program
- Sick and Vacation Leave available
- On going training in various practical fields of work

Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required.

Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All

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qualified individuals who would contribute to the further diversification of our organization are encouraged to apply