



JOB POSTING

Date: July 12, 2022
Competition: # 22-67A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION TO MAY 31, 2023

Position: Project Payroll Lead
Division: Finance and Administration
Location: New Westminster Campus
Reporting To: Senior Manager, Institute Compliance and Payroll Operations

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

This position is responsible for implementation of new payroll processes, ensuring compliance legislative and contractual requirements, assisting in maintaining payroll operations, and processing a variety of payroll information.

Primary Responsibilities:

- Ensure the Institute is in compliance of legislative and contractual requirements;
- Recommend internal control and process improvements for payroll processes (including reporting and GL reconciliations) and compliance with legislative and contractual requirements;
- Assist in implementing authorized changes in payroll process along with updating payroll templates and manual;
- Train payroll representatives on new processes;
- Act as internal resource to employees and departmental managers regarding payroll matters;
- Resolve system issues collaboratively with ERP team in a timely manner to ensure deadlines are met;
- Audit new payroll reports (such as updated HRDB and ad hoc reports) prepared by Technology Services to ensure accuracy and completeness;
- Support system and process improvement changes by assisting the Technology Services team in testing the data accuracy during implementation stage and adapting quickly to new operational and systematic procedures;
- Review and process all payroll related forms in accordance with government statutes, collective agreement, and benefit contracts;
- Review and process all special payments as required and in accordance with current CRA rules;
- Update applicable computer software with current employee information;
- Maintain accurate set of confidential employee files after each pay run;
- Recommend improvements to divisional processes and internal controls for the processing and distribution of payroll.

- Communicate with JIBC staff on matters relating to payroll processing;
- Communicate to JIBC Supervisors on collection of payroll statistics such as employee leave information;
- Respond to inquires and aid staff on payment of wages, deductions from pay, or vacation balances;
- Stay current with CRA payroll regulations, BCGEU collective agreement, and B.C. Employment Standards Act;
- Work in co-operation with and maintain high level of communication with Human Resources division to support accurate implementation of payroll processes;
- Train stakeholders regarding project implementations;
- Other related duties as required in support of the Finance division;
- Prepare T4 and T4A slips at year-end. Reconcile with annual payroll register balances and general ledgers;
- Prepare employee forms relating to payments;
- Prepare Record of Employment and other employee forms relating to payments;
- Calculate and remit all statutory deductions and benefit premiums;
- Calculate and remit all other voluntary payroll deductions;
- Reconcile payroll related accounts to Unit 4;
- Perform benefit reconciliations to external providers' statements;
- Prepare reports as requested.

Qualifications:

- Canadian Payroll Association's Administrator certificate;
- Three (3) years directly related experience processing complex unionized payroll on an in-house computerized system or an equivalent combination of education, training, and experience;
- Proficiency in Excel and Word;
- Sound understanding of Canadian Generally Accepted Accounting Principles and working experience in accounting position is an asset;
- Supervisory experience is an asset;
- Strong working knowledge of Canada Revenue Agency (CRA) payroll rules and Employment Standards Act (ESA);
- Excellent verbal and written communication skills;
- Proven ability to plan, organize, and complete a high volume of work with accuracy in a deadline driven environment
- Proven ability to work independently and in a collaborative team environment;
- Proven ability to establish and maintain effective working relationships with a variety of internal contacts and external customers;
- Ability to maintain confidentiality and sensitivity in all matters and ability to remain calm under pressure is essential.
- Proven analytical and problem-solving skills.

Additional Information:

- Occasional overtime may be required;
- Short listed candidates may undergo a payroll/accounting test.

HOURS OF WORK: Must be between the hours of **8:00 a.m. – 5:00 p.m.** to meet operational needs (i.e. 8:00– 4:00, 8:30 – 4:30 or 9:00 – 5:00 - to be discussed and agreed upon with successful candidate).

As this term is under one year, benefits are not available, however an additional \$0.79 per hour will be paid in lieu of benefits.

Salary Range: \$54,034 to \$61,447 annually (BCGEU Position – Grid 18)

Posting Date: July 22, 2022

Closing Date: August 12, 2022

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #22-67A via email to: Human Resources at hr@jibc.ca

Please feel free to contact Kate Heldsinger (kheldsinger@jibc.ca) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

