



**Date:** March 10, 2023

**Competition:** # 23-24A

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION (NINE MONTHS)**

**Position:** Payroll Representative

**Division:** Finance and Administration

**Reporting To:** Senior Manager, Institute Compliance and Payroll Operations

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**Summary:**

This position is responsible for processing a variety of payroll information and will work in a collaborative team environment with another Payroll Representative, and the Payroll Supervisor. Major duties include timely and accurate production of the Institute's bi-weekly payroll, calculation and payment of various benefits and statutory remittances, reporting of payroll related statistics, and payroll account reconciliation.

**Primary Responsibilities:**

**Bi-weekly payroll:**

- Review and process all payroll related forms (timesheets, record of leave, benefits, etc.) in accordance with government statutes, collective agreement, and benefit contracts. Ensure that payroll is completed to meet strict deadlines;
- Review and process all special payments (terminations, wage increments, retroactive pay etc.) as required and in accordance with current CRA rules;
- Update Unit 4 HR module with current employee information;
- Maintain accurate set of confidential employee files by sorting and filing electronic copies of documents after each pay run;
- Recommend improvements to divisional processes and internal controls for the processing and distribution of payroll to the Senior Manager, Institute Compliance and Payroll Operations;
- Support system and process improvement changes by assisting the IT team in testing the data accuracy during implementation stage and adapting quickly to new operational and systematic procedures;
- Communicate with JIBC staff on all matters relating to payroll processing deadlines. Communicate to JIBC Supervisor on collection of payroll statistics such as employee leave information;
- Respond to inquiries and provide assistance to 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. Knowledge of JIBC financial management procedures;
- Work in co-operation with and maintain high level of communication with Human Resources to support accurate payroll reporting;
- Train payroll back up and review the work during the training process;
- Other related duties as required in support of the Finance division.

**Reporting and Remittances:**

- Prepare T4 slips at year-end. Reconcile with annual payroll register balances and general ledgers. Prepare T4 summaries;
- 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 such as, Social Fund, JIBC Foundation and RRSP;
- Reconcile payroll related accounts to Unit 4;
- Prepare required reports for HR Database, Statistics Canada, and Pension Corporation etc.;
- Prepare record of leave reconciliations for each employee in collaboration with divisional staff to ensure accuracy of vacation balances in the system;
- Prepare ad hoc reports, as requested.

**Qualifications:**

- Possess a Canadian Payroll Association's Payroll Compliance Practitioner (PCP) certificate or commit to obtaining the PCP certificate within one (1) year from start date in this position;
- Minimum of three to five (3-5) years' directly related working experience in processing complex unionized payroll using a mid-market ERP computerized system (preferably an in- house system) is essential;
- Working experience applying Canadian Generally Accepted Accounting Principles in account reconciliation;
- Intermediate proficiency in Excel and Word;
- Excellent verbal and written communication;
- Proven ability to plan, organize and complete high volume of work with accuracy and timeliness (i.e. fast & accurate data entry skills) in a deadline driven environment;
- Ability to work both independently as well as in a collaborative team environment;
- 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.

**Additional Information:**

- Occasional overtime may be required;
- Applicants are required to provide a copy of their PCP certificate, or a copy of courses which have been completed towards certificate, with their application;
- 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).

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**Salary Range:** \$2,071.12 to \$2,217.89 bi-weekly with a temporary Service Improvement Allocation add-to-pay of 3.25% (\$67.31 to \$72.08 bi-weekly) (BCGEU Position – Grid 16)

**Posting Date:** March 10, 2023

**Closing Date:** March 24, 2023

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-24A via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Please feel free to contact Kate Heldsinger ([kheldsinger@jibc.ca](mailto:kheldsinger@jibc.ca)) or People & Culture ([hr@jibc.ca](mailto:hr@jibc.ca)) for more information.

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.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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