



Career Opportunities

Payroll & Benefits Administrator (Temporary)

📅 Posted 07-May-2025 (PST) | 🏢 Human Resources | 💰 \$ 40.47-44.97 per hour | ⚙️ Salary | 🕒 Full-time Temporary | 🚫 Exempt
| 🌟 Attractive benefits, vacation and pension package

Pentiction is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Pentiction, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Pentiction is looking to fill the full-time temporary (20 months with the possibility of extension) position of **Payroll & Benefits Administrator** in our **Human Resources Department**. The Human Resources Department is responsible for developing and managing corporate programs related to training & development, employee & labour relations, recruitment & selection, compensation & benefits, payroll, safety and employee well-being.

Reporting to the Manager of Human Resources & OHS, the **Payroll and Benefits Administrator** is an experienced payroll professional who understands the complexities arising out of processing payroll for a municipality. The successful candidate for the position is an individual who has payroll experience and is looking to apply their knowledge and experience as an integral member of the Human Resources team.

Key Duties and Responsibilities:

- Payroll Processing:
 - Act as a backup to the Payroll & Benefits Advisor to process exempt and unionized payroll in an accurate and timely manner (400+ employees).
 - Responsible for contractor payroll.
 - Administer all employee payroll records and process new employee documentation.
 - Research and process payroll adjustments as required.
- Benefits Administration:
 - Enroll employees in benefits programs, including extended health benefits and the Municipal Pension Plan.
 - Handle employee enrollment, changes, and terminations in benefit plans.
 - Assist employees with benefit-related inquiries and issues.
 - Complete benefit reconciliations as required.
- Adhere to deadlines for payment of CRA source deductions, Municipal Pension Plan, WorkSafeBC, and group benefits.
- Responsible for daily, monthly and yearly processes related to Records of Employment, Pension terms, T4s, reports and reconciliations.
- Consult with managers regarding payroll concerns.
- Be readily available to staff as a trusted source of information in all areas of payroll.
- Keep current with all four employee union contracts, and ensure payroll system reflects any changes made in collective bargaining.
- Provide employee/wage information to Health & Safety team members to assist with processing WorkSafeBC claims.
- Support the HR team with administrative tasks and projects including, but not limited to:
 - Onboarding and offboarding.
 - Completing salary surveys.
 - If required, may assist with recruitment process by posting jobs, scheduling interviews, coordinating travel for candidate site visits, and completing reference checks.

Preferred Knowledge, Abilities & Skills:

- Excellent computer skills and experience with Microsoft Office Suite (Excel, Word, Outlook).
- Excellent accuracy, high attention to detail, time management, and organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently and ability to work effectively as a member of a team.
- Ability to meet challenges, handle pressure and resolve problems while maintaining a positive and focused outlook.
- Working knowledge of British Columbia Employment Standards preferred.
- Work experience with the Agresso/Unit 4 Business World payroll system considered a significant asset.

Education, Training & Experience:

- 2+ years of payroll processing experience, preferably in a unionized environment; and,
- Accounting knowledge necessary to accurately complete journal entries and payroll reconciliations; or,
- An equivalent combination of education and experience.
- Payroll Compliance Practitioner (PCP), or related designation, and membership in the Canadian Payroll Association (CPA) would be considered an asset.

At the City of Pentiction, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Pentiction even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **May 19, 2025**.

If you require any accommodations during the recruitment process, please contact us at HR@pentiction.ca (mailto:HR@pentiction.ca). We'd be happy to hear from you!

Schedule:	Full-Time Temporary (35 hours per week. 20 months with the possibility of extension)
Wage:	\$40.47 - \$44.97 per hour
Benefits:	Attractive benefits, vacation and pension package