Archway Community Services has been helping people since 1969. We provide more than 85 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

**JOB SUMMARY**

The Junior Payroll & Benefits Clerk works as part of a team to manage, maintain, and process the agency’s payroll and benefits systems in an efficient and timely manner. This position is responsible for reconciliations, processing remittances and vendor payments, assisting employees with setting up their benefits plans and processing benefits and adjustments. The Junior Payroll & Benefits Clerk also covers payroll processing as needed. This position works both as part of a team or independently.

**RESPONSIBILITIES**

- Assists employees and supervisors with payroll related enquiries, including payroll system related enquiries, and provides training on payroll related matters.
- Provides accurate and timely information regarding payroll matters, benefits plans, application of the Collective Agreements to management, employees and/or benefit providers.
- Assists in maintaining the payroll system and software.
- Prepares and processes payroll and benefits related government remittances and vendor payments
- Assists with reconciling all benefits and processes any adjustments to be made.
- Assists in providing the accounting team with an outline of general ledger adjustments resulting from payroll adjustments.
- Assists with reconciling accounts for the fiscal year-end audit.
- Creates reports using data extracted from the payroll software.
- Assists in performing year-end requirements, including but not limited to, issuing T4s or T4As and reporting for MPP and WorkSafe BC.
- Assists the people & culture department in managing employee information on leaves of absence and disability management, including administrative support in completing short-term and long-term disability forms and benefits repayment calculation letters.
- Administers employee benefits package for all eligible employees in accordance with Archway’s Personnel Policies and BCGEU Collective Agreement including answering enquiries, training employees and enrollment.
- Complies with contractual employment agreements and the rules and regulations of various regulatory bodies including but not limited to the Canada Revenue Agency, the Worker’s Compensation Board of BC, and BC Employment Standards.
Keeps up to date with relevant rules and regulations regarding processing payroll, reconciling accounts, and employment and communicates these to supervisors and employees as appropriate.

Provides coverage for Payroll Clerk’s responsibilities during leaves including vacation or sick leave.

Meets with Supervisor on a regular basis for supervision and participates in an annual performance appraisal.

Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

- Satisfactory Criminal Records Check.
- High school graduate with at least 1 year of experience working in a payroll/benefits capacity, or completion of the Payroll Compliance Practitioner Certificate.

Experience:

- At least 1 year experience in a payroll/benefits position for an organization of +250 employees.
- At least 1 year experience using payroll software.
- Experience delivering and setting up employee benefits.
- Experience in a busy administrative and/or bookkeeping position is an asset.
- Experience using Time and Attendance payroll software is an asset.

Knowledge and Skill Set

- High level of computer skills. Able to use Microsoft Office 365 and payroll software. Particularly, strong Excel skills, able to use formulas, pivot tables, V Look up, and other Excel functions.
- Strong written, verbal, and active listening skills, able to communicate effectively and respectfully.
- Strong prioritizing, planning and organizational skills, able to manage competing priorities and meet deadlines.
- Strong problem-solving and conflict resolution skills.
- Able to work both independently and collaboratively.
- Good presentation skills.

WORKING CONDITIONS

- Interruptions are common, a well-developed ability to switch task is needed.
- Able to work in a shared office space on site
- Maintains awareness of and follows Covid-19 protocols.

Closing date is March 7, 2022

TO APPLY

Interested applicants are to reference Posting #2022-100-03 in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2022-100-03
No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated 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 status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.