



City of Dawson Creek – Payroll & Benefits Administrator

POSTING DATE:	May 24, 2024
CLOSING DATE:	June 9, 2024
SALARY:	\$75,000 - \$85,000 annually
COMPETITION NO.:	2024-40
HOURS OF WORK:	35 hours per week

The Payroll and Benefits Administrator plays an essential role in ensuring accurate and timely processing of payroll and benefits for both unionized and non-unionized employees.

The Opportunity: We are seeking an individual who possesses meticulous attention to detail, excellent organizational skills, and the ability to maintain confidentiality while handling sensitive employee information. The successful candidate will be responsible for comprehensive financial management, including reporting, transactional accounting, and data management. Conduct reconciliations, prepare financial costing for labor negotiations, coordinate payroll audits, and review payroll processes. Analyze benefit plan finances, manage enrollment, changes, and terminations, including administering the Municipal Pension Plan. Handle employee setup/termination, disability claim management, source deductions payments, ROEs, T4 issuance, and reporting.

Key work areas include:

- Coordinate and execute the complete payroll process for 200+ employees, including accurate calculation of wages, deductions, and withholdings.
- Administer employee benefits programs, including health insurance, retirement plans, and other fringe benefits.
- Manage and maintain benefit plans such as sick bank, Pension Plan and extended health benefits.
- Review the accounts reconciliation and ensure timely follow-up of any outstanding variances.

Requirements:

1. Completion of a Bachelor's Degree in Human Resources, Finance, or equivalent combination of education and experience.
2. Payroll Compliance Professional (PCP) Designation.
3. Five years of relevant work experience in a payroll environment.
4. Superior communication and interpersonal skills and ability to effectively articulate information through a variety of means with tact and diplomacy while working with management and Union personnel, elected officials, other governmental agencies and the public.

Candidates should submit a résumé by emailing a PDF or Word document to resumes@dawsoncreek.ca, with the **job posting name and number in the subject line**, by 11:59 pm on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.