



Competition #V1753 Payroll and Benefits Administrator (Full-Time, Exempt)

Closing Date: 4:30pm, Wednesday, July 17, 2024

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the territories of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Compensation and Benefits

We have what is being called the very best compensation and benefit package that is out there.

This position includes vacation that starts at 4 full weeks, and 13 paid statutory holidays (after 30 days of employment). Immediately upon hire, you will be enrolled in our comprehensive benefits package with extended health and dental coverage, including paid eyewear and eye exams, orthotics, and up to \$1250 annually for chiro, massage, acupuncture, physio, and more. We also offer paid family responsibility leave, sick leave, short-term and long-term disability leave, group life insurance, accidental death and dismemberment coverage, participation in the Municipal Pension Plan (MPP), and free confidential counselling services.

The Payroll and Benefits Administrator is a full-time exempt position working 35 hours per week and includes an annual salary ranging from **\$74,307** up to a merit maximum of **\$94,370**.

Please note, a minimum of three days a week will be scheduled at our Field Road office.

Position Overview

The Benefits and Payroll Administrator operates the payroll and benefits system, maintains related records, handles highly sensitive information, addresses accounting processes, and handles the requirements of the municipal pension plan in accordance with all statutory regulations. Further details are included in the [job description](#) found at www.scrd.ca/careers.

How to Apply

We look forward to hearing from you! Please send a current resume and a cover letter **quoting the competition number** via [email](#) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRd is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers