



## PAYROLL AND BENEFITS OFFICER

|                              |   |                   |                                      |
|------------------------------|---|-------------------|--------------------------------------|
| <b>Department</b>            | Finance   | <b>Reports To</b> | Chief Financial Officer or designate |
| <b>Key Internal Contacts</b> | Department Heads, All Staff – Payroll and Benefits  |                   |                                      |
| <b>Key External Contacts</b> | Pacific Blue Cross, Canada Revenue Agency, Worksafe BC, Municipal Pension Plan, BC Health, Province of BC |                   |                                      |

### Position Summary

The Payroll and Benefits Officer reports to the Chief Financial Officer or Designate and is responsible for the payroll and benefits administration for the Peace River Regional District, requiring a thorough understanding of organizational and payroll procedures and functions, federal and provincial legislations, acts and regulations related to payroll, benefits, accounting, and financial reporting requirements.

### Key Accountabilities

- Coordinate and execute payroll on a biweekly basis for all employees and directors.
- Supervises the payroll function of the Regional District, administration duties of payroll and benefits as per the collective agreement to ensure consistent application across the organization.
- Ensure compliance with provincial and federal payroll tax regulations and reporting requirements.
- Oversee the preparation of documents related to payroll accounts for year-end audit and the production of payroll year-end activities such as T4 and other statutory reporting and reconciliation, including but not limited to pension, WorkSafe BC, and other government required statistical information.
- Manage and maintain benefit plans such as sick bank, Pension Plan and extended health benefits.
- Administer employee benefits programs, including health insurance, retirement plans, health and wellness benefits, and other benefits as required.
- Assists with the preparation of the annual personnel budget for the organization in consultation with the Finance Manager and Department heads.
- Assists with the development, implementation and updating of a variety of policies and procedures.
- Review the accounts reconciliation and ensure timely follow-up of any outstanding variances.
- Other related duties as required.

### Qualifications and Experience

- Completion of a Business Management/Administration Diploma, Payroll Compliance Professional (PCP) designation, or equivalent combination of education and experience.
- Five years of relevant work experience in a payroll environment.
- An equivalent combination of education, training and experience may be considered.
- Valid BC's Driver's License



## **Core Competencies**

*Decision Making* - Obtains information; identifies key issues and implications for making informed, objective decisions.

*Collaboration* - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

*Change Management* - Understands the need for change and helps plan for and accommodate it as creatively and positively as possible.

*Communication* - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

*External and Organizational Awareness* - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

*Influencing and Negotiating* - Uses persuasion to gain support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

*Professional Integrity* - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

*Leadership* - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

*Occupational Health and Safety* - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

*Customer Service* - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.