

**Payroll and Benefits Coordinator**

Closing Date: May 14, 2019

**Summary**

The primary purpose of this position is to assist North Peace Savings & Credit Union in living out our Service Mission, ***“To build rewarding relationships through a superior service experience,”*** by delivering outstanding service to both internal and external members.

Reporting to the Manager, Human Resources, and under general direction, provides administrative support to the human resources function including processing of paperwork related to the sign-on of new employees, status changes of existing employees, salary and benefits/pension administration, and maintenance of personnel files. Ensures North Peace Savings and Credit Union (NPSCU) and North Peace Financial Planning (NPFPP) are in compliance with Occupational Health and Safety regulations.

**Key Responsibilities**

Deliver service to both internal and external members that is in alignment with the credit union’s Service Promises.

- I promise to be respectful in every interaction.
- I promise to do it right the first time.
- I promise to deliver more than expected.
- I promise to keep it simple and easy.
- I promise to provide innovative solutions.
- I promise to create a positive and memorable experience.
- I promise to significantly improve your financial life.
- Meets all established service goals as measured by internal programs
- Fosters relationship building through service excellence and product knowledge.

**Payroll and Benefits**

Maintain and administer HR related systems related to payroll for NPSCU, NPFPP and Board of Directors by:

- Setting up and maintaining employees in Time Management, HRIS, and Payroll systems.
- Processing payroll; ensuring backend payroll functions are completed in an accurate and timely fashion.
- Maintaining personnel files by entering data relating to employee start dates, work history, career accomplishments, benefit requirements and payroll information as required maintaining excel spreadsheet and Human Resource Information System.

Administers the pension and benefit plans for North Peace Savings and North Peace Financial Planning by:

- Having full knowledge of pension and benefit products offered.
- Keeping track of employee eligibility for benefits and pension.

- Meeting with staff to discuss benefit options and find solutions that best match the employees' needs.
- Responds to employee concerns and questions related to payroll, benefits and pension.
- Maintaining accurate and complete employee benefit databases, files and records.
- Ensuring benefit programs are in compliance with government regulations.
- Working with Great West Life and employees to ensure Short Term Disability (STD) and Long Term Disability (LTD) claims are handled in a timely manner.
- Using internet based enrollment programs (Group Net and Healthnet BC) to maintain employee benefit records.
- Using Encompass, Great West Life, Ministry of Health and Central 1 Pension Department, as contacts to solve pension and benefit issues.
- Maintain benefits excel spreadsheet, reconciling, allocating and ensuring payment of monthly benefit billing.

In preparation for yearend:

- Balances payroll and payroll deductions to CRA remittances, processing corrections as required prior to yearend.
- Balances pension, benefits and taxable benefits to ensure accuracy in T4 totals.
- Makes yearend adjustments to update and/or correct T4 totals (Pension, Travel Allowance) as required

### **Occupational Health and Safety**

- Chairs the Occupational Health and Safety committee ensuring WCB requirements are met.
- Prepares WCB remittances for North Peace Savings and Credit Union and North Peace Financial Planning.
- Coordinates recruitment of First Aid attendants, ensuring all educational requirements and certificates are up to date and valid
- Ensures building safety checks are performed regularly and first aid equipment and supplies are maintained

### **Health and Wellness**

Acts as Chair of the Health and Wellness Committee by;

- Scheduling meetings with committee members, drafting and circulating the agenda for meetings and ensuring minutes are recorded
- Facilitates meetings, ensuring that everyone has an opportunity to speak and be heard at meetings and follows up on action items as required
- Communicates recommendations and activities to relevant parties, staff and leaders as required
- Guides individual committee members to work toward a common goal.
- Ensures that members of the Health and Wellness Committee receive orientation training in relation to the Health and Wellness Committee, its purpose and functions and its Terms of Reference before attending a meeting.
- Works to improve and support the health of NPSCU employees, by promoting a healthy workplace culture.

- Maintains and updates the Health and Wellness site on the intranet, posting communications, activities, challenges and information as required

## **Administration**

- Responds to employee administrative inquiries, referring the employee to other members of the HR team as appropriate.
- Assists with implementation of policies and procedures for all employees.
- Administer the Career Apparel Allowance program-maintaining list entitlements, balancing monthly and issuing employee reimbursements.
- Monitor and order NPSCU Corporate Apparel.
- Communicates policy and assists managers/supervisors in rectifying dress code issues.
- Administers the corporate Employee Computer Loan program.
- Administers employee Christmas Fund savings plan

## **Other**

- Establish and maintain effective communication and working relationships with employees and management
- Maintain a professional standard of conduct at all times while promoting a positive image of the organization.
- Gathers and compiles a variety of statistical information for compensations analysis, salary surveys, benefit reports, attendance management and other such management reports.
- Undertakes projects as assigned to improve or create Human Resources programs and policies that meet the strategic objectives of NPSCU.
- Other sundry duties as assigned.

## **Education & Experience**

- High school graduation plus two years post-secondary formal education.
- 1-3 years payroll related experience preferred.

## **Required Knowledge, Skills & Abilities**

- Experience working in a team environment and independently - with little supervision.
- Demonstrated desire to provide first class service to team and co-workers.
- Excellent communication and interpersonal skills.
- Strong attention to detail and documentation.
- Ability to effectively prioritize tasks and meet deadlines.
- Highly motivated, positive, flexible work attitude.
- Strong commitment to continuous learning.
- Maintains a positive attitude towards NPSCU initiatives and change management.
- Applicant must be **fluent** in MS Word and Excel, and have the ability to learn programs quickly.

## **Core Competencies**

- People Focus
- Communication

- Energy and Stress
- Team Work
- Quality Orientation
- Problem Solving
- Sound Judgment
- Accountability and Dependability
- Ethics, Integrity and Confidentiality

This role description duties maybe added, removed or changed from time to time.

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*North Peace Savings thanks all applicants for their interest;  
however, only those selected for an interview will be contacted.*