



# qathet REGIONAL DISTRICT

## **Payroll and Benefits Administrator - Casual**

The qathet Regional District (qRD) is accepting applications to fill our casual roster for the position of Payroll and Benefits Administrator - Casual. This casual position is perfect for professionals who are interested in work with a focus on performing payroll related responsibilities within the organization, on a casual basis.

The qRD requires a high level of skill, professionalism and excellence to provide flexible and diverse support to a busy office. Candidates must be available on short-notice, as well as for pre-scheduled work. Hours of work can vary seasonally, as well as week to week. For the first six months (approximately) availability is required Monday to Friday, 8:30 am to 4:30 pm for training during the probation period.

Reporting to the Manager of Financial Services, the Payroll and Benefits Administrator is a unionized position accountable for a range of financial administrative support services related to managing and administering payroll and benefits throughout the organization. These duties include but are not limited to:

1. Advising the Manager of Financial Services regarding changes to legislative and legal requirements of employment, the onboarding of new employees, and the processing of payroll and benefits (e.g. Canada Revenue Agency (CRA), the Province of British Columbia (BC), etc.).
2. Maintaining knowledge of, and applying Regional District bylaws and/or policies, union contract and other contracts as they apply to the processing of payroll and benefits for a given pay type.
3. Ensuring payroll and benefits required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
4. Collaborating with the Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.



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Applicants must have at least three years of job-related experience.. Applicants must be registered and maintain a membership with the Canadian Payroll Association and must have Payroll Compliance Practitioner (PCP) Certification. Consideration may be given to individuals actively pursuing certification.

A valid BC Class Five Drivers License is required. Experience in local government is considered an asset. Applicants must have excellent communication skills, interpersonal and customer service skills, strong organizational and time management skills, and proficiency in Microsoft Office applications. Applicants must have the ability to write formulas, manipulate and analyze data using Microsoft Excel.

This position is required to liaise and interact with department managers, volunteer Fire Chiefs, volunteer fire fighters, and designated personnel to successfully onboard, and coordinate payroll and benefits services throughout the organization. This position involves a high-level of interaction with employees/personnel and volunteer fire fighters. Applicants must showcase their ability to effectively work with staff, contractors, consultants, elected representatives and the public with tact, sensitivity, discretion, and diplomacy.

The 2026 wage rate for the Payroll and Benefits Administrator - Casual is \$39.31 per hour. The position is subject to CUPE Local 798 Collective Agreement. Hours of work are up to 35 hours per week between Monday and Friday, 8:30 am to 4:30 pm. The qRD offers a flexible work arrangement program for eligible positions.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Formal testing will be required.

Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to:

Celine Lillies, Manager of Financial Services  
qathet Regional District  
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2 or  
Email: [employment@qathet.ca](mailto:employment@qathet.ca)

**Deadline for applications: Open Until Filled**

A detailed job description is attached to this posting.



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## Job Description Payroll and Benefits Administrator (Accounting Clerk III)

<b>Department</b>	Financial Services
<b>Reports To</b>	Assistant Manager of Financial Services
<b>Job Description Approval Date</b>	June 16, 2021
<b>Job Description Approved By</b>	Al Radke

### **POSITION & DEPARTMENT SUMMARY:**

Directly reporting to the Assistant Manager of Financial Services, the Payroll and Benefits Administrator is a unionized position accountable for providing a range of financial administrative support services related to managing and administering payroll and benefits processes. This position is classified as a level three Accounting Clerk as per the Regional District's Collective Agreement.

The mandate of the Financial Services Department is to provide financial administration services in accordance with the statutory requirements and accounting industry standards and practices. The Department is ultimately accountable for the financial affairs of the Regional District. Financial Services also provides financial administrative support to other departments.

The Payroll and Benefits Administrator is a member of the Accounting Services Division responsible for the delivery of transactional accounting. Division personnel work collaboratively with the Accountant who directs and oversees the day-to-day accounting processes and transactional work carried out within Accounting Services. The Payroll and Benefits Administrator is accountable for providing services for approximately 140 – 150 personnel, which includes staff, Directors, volunteers, and contractors.

The Payroll and Benefits Administrator is required to liaise and interact with department managers, Volunteer Fire Chiefs, and designated personnel to successfully coordinate payroll and benefits services throughout the organization. This position also involves a high-level of interaction with employees/personnel and volunteer firefighters.

*The term 'personnel' is used herein to account for Regional District employees, volunteers, Directors, and contractors.*

## **KEY DUTIES AND RESPONSIBILITIES**

### **Payroll and Benefits Legal Compliance**

1. Serves as the organization's internal payroll and benefits specialist.
2. Maintains knowledge of and applies applicable legislative and legal requirements related to employment, the onboarding of new employees, and the processing of payroll and benefits (e.g. Canada Revenue Agency (CRA), the Province of British Columbia (BC), etc.). Advises the Assistant Manager of Financial Services regarding changes to legislative requirements.
3. Maintains knowledge of and applies Regional District bylaws and/or policies, union contract and other contracts as they apply to the processing of payroll and benefits for a given pay type.
4. Collaborates with Accountant to document and operationalize required legislative changes to ensure ongoing Regional District compliance with legislative and legal requirements.
5. Works collaboratively with Accountant to ensure completion, accuracy, and timeliness of payroll and benefits administration as per legislative, regulatory and organizational requirements.
6. Serves as the Regional District's first point of contact for payroll and benefits programs. Provides consultation services, learning opportunities, and supports for managers and personnel regarding processes, procedures, policies, and problem-solving related to payroll and benefits programs and compliance requirements.
7. Ensures payroll and benefits required documentation is accurate and complete, in accordance with legal requirements and the Regional District's Records and Information Management (RIM) Program.
8. Monitors compliance with Canada Revenue Agency (CRA) and WorkSafeBC regulatory requirements associated with the utilization of 'contract workers and contractors' to carry out Regional District work (e.g. ensure a contractor working relationship is maintained (versus employment) in accordance with legal definitions and requirements).
9. Ensures confidentiality pertaining to individual compensation, and matters pertaining to payroll and benefits is strictly maintained.

### **Payroll Administration**

10. Handles payroll onboarding processes of all new Board Members, employees, and Volunteer Fire Department personnel in consultation with hiring manager.
11. Maintains and updates annual vacation entitlements as required (e.g. union contract, policy, employment contracts).

12. Establishes timesheet and contract documentation submission deadlines in collaboration with the Accountant.
13. Maintains and administers time sheet processes for personnel as per established timelines, organizational standards, and policy. Time sheet functions pertain to:
  - a. Ensuring employee specific timesheets are created, maintained and provided to each employee
  - b. Tracking and monitoring overtime as per policy
  - c. Inputting and/or ensuring approved payroll data, including hours, leave information (e.g. vacation and sick time), and various allocations (e.g. project, equipment, etc.) are complete and accurately entered into payroll software
  - d. Ensuring overtime, banked time, leave time is verified, accurate and balanced
  - e. Ensuring WorkSafeBC, benefit premiums, pension plans, union dues (as per union contract), and government source deduction rates (including garnishees), etc. are accurately inputted
  - f. Processing personnel wellness program allocations, if/as required
  - g. Ensuring personnel receive a copy of individual processed timesheets as required
  - h. Ensuring all personnel receive required payroll records (e.g. pay stub, ROE, etc.)
  - i. Handling payroll queries and addressing any anomalies
14. Prepares contractor pay as per policy and contracts. Ensures contractor pay is in accordance with contract entitlements, and pay information is submitted as per established timelines.
15. Prepares Board Director's remuneration as per bylaw and/or Board policy.
16. Processes personnel expense claims. Ensures expense claims are verified for accuracy and in compliance with Regional District bylaws and/or policies.
17. Ensures source deductions are processed in accordance with Canada Revenue Agency and ensures filing as per required timelines so that penalties are not incurred.

### **Benefits and Pension Administration**

18. Maintains knowledge of pension plans and benefits programs applicable to the Regional District. Participates in review processes pertaining to pension and benefits programs.
19. Administers the Regional District's benefit and pension programs for eligible personnel. Functions include:
  - a. Liaising with managers for each milestone through to completion of probationary periods to verify benefit eligibility
  - b. Tracking probationary and benefit eligibility periods for new personnel

- c. Providing information to personnel regarding the availability of Regional District pension and benefits plans while ensuring all information provided to personnel is within scope of position
  - d. Enrolling and removing personnel within applicable pension and benefit plans as required and as per provider requirements
  - e. Liaising with pension and benefit providers as required to address any queries or concerns
20. Ensures pension contributions and benefit premiums are remitted as per required timelines to avoid incurring penalties.

### **Year-End Payroll and Benefits Administration**

21. Administers payroll year-end processes. Functions include:
- a. Performing payroll year-end roll over processes
  - b. Preparing and filing T4's and T4A's as per established protocols and timelines
  - c. Coordinating the administering volunteer federal tax credits
  - d. Preparing and generating WorkSafeBC actuals report and completing and filing WorkSafeBC online annual returns
  - e. Administering pension and benefits year-end processes and reports
22. Responds to Auditor requests pertaining to payroll and benefits.

### **Payroll and Benefits General Administration**

23. Consults with the Assistant Manager of Financial Services regarding interpretation and compliance with the Collective Agreement.
24. Maintains understanding of the Regional District's payroll software system.
25. Complies and inputs applicable payroll and benefit rates, and ensures rates are current as per contracts and the Regional District's bylaws and policies.
26. Ensures payroll general ledger account distributions are accurate.
27. Assists with the development of payroll budgets.
28. Monitors and assesses organizational trends related to payroll and benefits as directed by the Assistant Manager of Financial Services.
29. Assists with research projects and statistic reporting, as directed by the Assistant Manager of Financial Services regarding local government remuneration and compensation practices (including pension plans).
30. Undertakes special projects, and performs other support services, as directed by the Assistant Manager of Financial Services.

## **EDUCATION AND EXPERIENCE:**

1. University Degree in a related discipline such as Business or Accounting
2. An equivalent combination of education and experience may be considered
3. Minimum of three years' payroll experience in a unionized environment
4. Registration and membership with the Canadian Payroll Association
5. Must have Payroll Compliance Practitioner (PCP) Certification; consideration may be given to individuals actively pursuing certification
6. Valid BC Class Five Drivers License

## **KNOWLEDGE, ABILITIES AND SKILLS:**

1. Demonstrates excellent working knowledge of legislation and payroll requirements, and union agreements related to wage and salary administration
2. Demonstrates excellent communication (verbal and written), interpersonal, customer service and organizational skills
3. Demonstrates superior proficiency in creation and maintenance of spreadsheets and keyboarding skills and is experienced in working with Microsoft Office applications
4. Demonstrates ability to learn and operate software applications associated with the position
5. Demonstrates knowledge of payroll and benefits administration
6. Demonstrates ability to deal effectively with staff, contractors, consultants, elected representatives and the public with tact and diplomacy
7. Demonstrates ability to resolve issues with professionalism and diplomacy and maintain confidentiality
8. Demonstrates a high degree of integrity, accuracy and thoroughness, with a strong attention to detail
9. Demonstrates sound judgement, analytical, and problem-solving skills
10. Demonstrates exceptional organizational and time management skills, and the ability to prioritize workload according to deadlines
11. Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency
12. Demonstrates ability to work in a team environment and to work independently, with minimal supervision; takes initiative to recommend improvements to processes
13. Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization
14. Demonstrates commitment to making ethically responsible decisions