



JOB DESCRIPTION

JOB TITLE	Payroll and Benefits Specialist
MINISTRY/DEPARTMENT	People and Culture
REPORTS TO	Payroll and Benefits Senior Manager
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Payroll and Benefits Specialist processes full-cycle payroll, and administers employee benefits and the Municipal Pension Plan, while supporting daily People & Culture operations. The Specialist ensures compliance with various regulatory bodies and internal policies, including the Canada Revenue Agency (CRA), BC Pension Corporation, and WorkSafe BC, as well as the Employment Standards Act and MNBC policies. The Specialist oversees all aspects of employee benefit administration and pension plan enrollments and ensures accurate reconciliation of payroll and benefit premiums in collaboration with the Finance Department. Timely and accurate processing of employee payroll on a bi-weekly schedule is a key duty, along with managing and updating payroll reports, conducting ad-hoc reports, and processing merit increases. Additionally, the Specialist assists with resolving payroll and benefit issues promptly and provides support to other HR functions, including onboarding, and leave management.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Ensures payroll reporting and remittances in compliance with CRA, BC Pension Corporation, and WorkSafe BC, and in accordance with Employment Standards Act and MNBC policies.
- Manages all aspects of employee benefit administration and pension plan enrollments.
- Ensures payroll and benefit premium reconciliations are complete and accurate, in consultation with the Finance Department.
- Processes employee payroll accurately and according to MNBC's schedule (bi-weekly).
- Manages and updates a variety of payroll reports including year-end reports for T4 preparation.
- Investigates and resolves payroll or benefit issues in a timely manner.
- Assists with other department functions such as onboarding and leave management.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None



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QUALIFICATIONS

- Diploma in Accounting, Finance or Business Administration from a recognized, post-secondary institution preferred.
- Minimum three (3) years experience in payroll and benefits administration.
- Payroll Compliance Professional (PCP) designation required.
- A combination of relevant experience, education and training will be considered.
- In-depth knowledge of relevant legislation such as Employment Standards, Canada Revenue Agency, and WorkSafe BC.
- Experience with standard payroll software platforms.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem-solve, and utilize team-building skills.
- Proven ability to build relationships and maintain a high level of confidentiality.
- Demonstrated ability to perform administrative tasks with a high attention to detail.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtsihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.