

## **COMMUNITAS – Staff Position Description**

### **ADMINISTRATIVE SUPPORT STAFF**

**TITLE:** Payroll and Benefits Assistant

**REPORTS TO:** Payroll Manager

#### **POSITION SUMMARY**

This position provides assistance to the Communitas payroll department in the areas of payroll and benefits administration for a staff of 450 employees, including unionized and non-unionized settings.

#### **TASKS PERFORMED**

1. Assist in processing semi-monthly payroll for all Communitas staff
  - Set up and maintain shift schedules in Avanti
  - Ensure accuracy of approved timecards; crosscheck with request forms (e.g. Leave of Absence, training, vacation, etc.)
  - Print payroll processing reports
  - File transfers (EFT)
2. Compile and distribute various post-payroll reports:
  - Produce Records of Employment
  - Vacation and banked time reconciliation
  - Statutory deductions reconciliation
  - Employee receivables reconciliation
  - Municipal Pension Plan (MPP) remittance and reconciliation
  - WorkSafe BC (WSBC) setup confirmation
3. Prepare and distribute various monthly reports/spreadsheets:
  - Monthly reconciliations: Life taxable benefit, Group Health (union and non-union), Union Dues, garnishees
  - Union Dues remittance
  - Employee donations reports
4. Assist Payroll Manager with various processes as required in order to maintain knowledge needed to fill in during absences
5. Provide assistance with benefits administration including:
  - Distribution of enrollment packages to eligible employees and follow up to ensure timely completion
  - Report changes in wage rates and employment status (LTD, WSBC, other Leaves of Absence) to Group Health and MSP
  - Confirm accuracy of monthly billing (related to changes submitted)
  - Cancel benefits for employees who are no longer eligible
6. Keep abreast of current payroll legislation and benefit policies/contracts – union and non-union
7. Other duties as required

#### **REQUIREMENTS**

- Strong data entry skills and attention to detail
- Excellent computer skills and experience with Microsoft Excel/Word
- Experience processing payroll (for over 100 employees is an asset)
- Completion of Payroll Compliance Practitioner (PCP) certification is an asset
- Experience with Avanti payroll system is an asset
- Experience with benefits administration is an asset
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Excellent written and verbal communication skills
- Excellent teamwork skills, as well as the ability to work independently
- Excellent organizational skills
- Ability to work accurately and effectively in a fast-paced and changing environment