

**"An Equal Opportunity Employer"  
JOB POSTING**

Issued: October 2, 2025

**POSTING No: 25 –26E**

Applications are invited for: **Human Resources Department**, 15306 24<sup>th</sup> Ave, or 13550 77<sup>th</sup> Ave, Surrey

**Classification:** **Permanent Full-Time Payroll and Benefits Administrator**

**Hours:** **Monday to Friday 0830 to 1630**  
(hours may occasionally change for vacation coverage and based on the department needs)

**Start Date:** *To be determined*

For more information on this posting, contact: Stephanie Green – Director of HR

**JOB DESCRIPTION:** As per **Payroll and Benefits Administrator** job description


**SPECIFICATIONS REQUIRED:**

- \* A college diploma or university degree in the human resources, finance or business field or an acceptable combination of education and experience;
- \* Minimum 2 years of experience related to payroll and benefits administration;
- \* Familiarity with payroll tax laws;
- \* Excellent attention to detail;
- \* Ability to operate a networked computer and computer system;
- \* Good knowledge of Employee Management Systems, accounting systems, spreadsheets, word processing and other software as required;
- \* Familiarity with the operation and maintenance of general office equipment;
- \* Proficiency with numerical analysis;
- \* Ability to work under pressure and problem solve;
- \* Demonstrated written and verbal English communication skills;
- \* Ability to work independently while functioning as part of a team;
- \* Excellent interpersonal communication skills;
- \* A strong desire to function as part of the staff team of UNITI.

**WAGE RATE:** Based on education and experience a salary range of \$50,000 to \$65,000

**PROCEDURE:** Please send an **updated resume and a letter stating why you feel you would be the appropriate candidate for this position**, to [recruit@uniti4all.com](mailto:recruit@uniti4all.com)

This position is open to applicants of all genders and is an excluded position.

	Name:	
	Position:	Payroll and Benefits Administrator
	Department/Group:	Human Resources
	Manager's Title:	Director of Human Resources
	Date:	Revised September 22, 2025 (June 22, 2017)
<b>Purpose of the role (broad description of why the role exists)</b>		
<p>To insure the accurate, timely and effective operation of the Human Resources Department in the area of the payroll and benefit functions of the UNITI partner organizations.</p> <p>To provide backup support for other HR positions.</p>		
<b>Included:</b>		<b>Excluded:</b>
<ul style="list-style-type: none"> <li>Backup emergency support for front desk oversight</li> </ul>		
<b>Generic accountabilities—all employees (As an employee, I am accountable for the following)</b>		
<ul style="list-style-type: none"> <li>Doing my best at all times.</li> <li>Supporting the Society's Ends, Philosophy, Values Statement and strategic goals.</li> <li>Adhering to Society Policies</li> <li>Working cooperatively with others.</li> <li>Carrying out assigned work.</li> <li>Informing my immediate manager if progress on tasks is exceeding or is less than what is expected.</li> <li>Identifying, reporting and supporting recommendations for Performance and Quality Improvement (PQI)</li> <li>Asking my supervisor to clarify expectations when needed.</li> </ul>		

## SPECIFIC ROLE ACCOUNTABILITIES

*These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.*

### 1. Planning

Support of the Director of Human Resources to execute the annual Human Resources Execution Plan to achieve departmental objectives.

## 2. Service Support

### Service Support:

- Execute and maintain the human resources management and employee relations systems, processes, policies and procedures necessary to furthering the Society's mandate as they pertain to the Human Resources Execution Plan.
- For purposes of continuous improvement, produce required metrics and reports relating to the payroll and benefit systems.
- Provide guidance and specialist advice to the Society pertaining to payroll and employee benefits, processes, policies and procedures in a manner that advances the Society's interests and that fosters strong relationships with employees.
- Provide successful execution of the compensation and benefits systems for all active and inactive employees.
  - Implement and maintain the compensation system that meets the Society's current and mid-term needs; recommends changes in systems to the Director of HR if and when required.
  - Liaise with vendors of compensation and benefit providers
- Obtain and maintain appropriate certificates and access to relevant payroll and benefit systems.
- Maintain employee records related to attendance, leave, sick time, overtime, vacation, etc. to calculate pay and benefit entitlements using both manual and computerized systems;
- Prepare, verify and distribute statements of earnings for employees, indicating gross and net salaries/wages and deductions such as taxes, union dues and group insurance and other contributions as required;
- Complete, verify, process and reconcile forms, documentation and premium statements related to the administration of benefits such as health, dental, disability, pension plans, WorkSafeBC claims, unemployment insurance, demand letters from CRA, ICBC and lawyers;
- Produce a system for tracking health and welfare, pension and wage increase eligibilities;
- Provide information to employees on payroll matters, benefits entitlements and status, and collective agreement provisions
- Onboard new employees to the society's electronic systems – password set up with IT provider, produce notices of information for the new employee, Sharevision and ComVida system set up.
- Participate in Society Committees as assigned;
- Produce data in regards to payroll and benefits for the collective bargaining for the Director of HR;
- Document Preparation and Management: Formats and edits letters, memos, and reports. Use independent judgment to compose general, non-technical business documents. Is privy to, and must protect, confidential materials.
- Time and Calendar Management: Maintain a systematic method for self to track time commitments, deadlines and the completion of tasks.

### 3. Financial and Asset Management

- Assist Director of HR with the development of the annual departmental budget.
- Account for all payroll and benefit related expenses.
- Create reports for the export/import of payroll data to the finance system.
- Respond to requests from the auditors in the annual society audit process and the finance team.
- Assist finance department with front desk cash reviews as necessary.

### 4. Risk Management and Compliance

Applies and Maintains HR policies and practices which guarantee organizational compliance with the requirements of the Board governance model, applicable legislation, professional standards, regulations, contracts, policies and procedures, and adoption of best practices throughout the functions of the organization

- a. Inform the Director of HR of situations that could potentially create liabilities for the organization.
- b. Adhere to the risk management policy and plan formulated by the Executive Director.
- c. Inform Director of HR of issues or concerns with HR related insurance policies and coverage.
- d. Identify to the Director of HR relevant requirements in legislation and regulations that pertain to the organization (e.g. health and safety, pay equity) and ensure compliance.
- e. Execute the HR Director's directives within the context of applicable legislation and the policies and procedures of the organization.

### So that...

**The Society has HR Systems that supports employees to achieve the following:**

**People with disabilities live self-directed lives in the community at a justifiable cost:**

**1. People are valued members of society:**

- 1.1. People perform different social roles.
- 1.2. People are respected.
- 1.3. People live in integrated environments.
- 1.4. People participate in the life of the community.
- 1.5. People are leaders.

**2. People decide how they live their lives, and make informed choices:**

- 2.1 People are connected to personal support networks.
- 2.2 People have intimate relationships.
- 2.3 People choose where and with whom they live.
- 2.4 People choose their work
  - 2.4.1 People have paid employment opportunities
  - 2.4.2 People have volunteer opportunities
  - 2.4.3 People have entrepreneurial opportunities.
- 2.5 People choose and use their environments
  - 2.5.1 People choose services
  - 2.5.2 People have recreational opportunities

- 2.5.3 People have travel opportunities
- 2.6 People have educational opportunities
- 2.7 People have opportunities to explore spiritual needs

**3. The rights of people are protected:**

- 3.1 People are safe.
- 3.2 People have the best possible health.
- 3.3 People exercise rights.
- 3.4 People are treated fairly.
- 3.5 People are free from abuse and neglect.
- 3.6 People experience continuity and security.
- 3.7 People decide when to share personal information.
- 3.8 The community is aware of the universal rights of all people

**In a way that...**

- Incorporates best practices
- Follows the principles and practices of Person Centred Thinking
- Adheres to the Accountability Based Management Principles
- Builds trust while demonstrating and reinforcing our Values, Code of Ethics and Code of Conduct
- Embraces open and respectful communication and genuine relationships across internal and external stakeholder groups
- Models behavior that reflects the organizations values and desired culture
- Supports accountability for one's actions
- Brings out the best in people by fostering high performance, innovation, and initiative
- Shows resourcefulness and creativity at solving problems
- Promotes a forward-thinking and fun environment that celebrates diversity, team work and learning
- Takes a positive and productive approach to resolving conflicts
- Supports SHS's long term vision
- Makes best use of our resources, processes, and systems
- Ensures the rights of people as prescribed in the UN Convention on the Rights of Persons with Disabilities, the Canadian Charter of Rights and Freedoms and related legislation
- Complies with Collective Agreement
- Complies with all workplace Health and Safety Regulations including WorkSafe BC
- Complies with CRA payroll regulations and BC Employment Standards Act.

**Authorities and Boundaries:**

**Cross-boundary role relationships**

## **Working Conditions:**

The Payroll and Benefits Administrator:

- \* Works 37.5 hours per week on a flexible schedule;
- \* Is excluded from the bargaining unit;
- \* Receives benefits and enjoys working conditions as outlined in the policy manual and as altered from time to time by the Chief Executive Officer;
- \* Is often subjected to increased pressure from financial deadlines.

## **Qualifications:**

The Payroll and Benefits Administrator possesses:

- \* A college diploma or university degree in the human resources, finance or business field or an acceptable combination of education and experience;
- \* Minimum 2 years of experience related to payroll and benefits administration;
- \* Familiarity with payroll tax laws;
- \* Excellent attention to detail;
- \* Ability to operate a networked computer and computer system;
- \* Good knowledge of Employee Management Systems, accounting systems, spreadsheets, word processing and other software as required;
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