



# PAYROLL & BENEFITS ADMINISTRATOR

Permanent Full Time

## Join our Team!

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

## Posting Date

January 15, 2024

## Application Deadline

January 28, 2024

## Application Information

Visit [ladysmith.ca/careers](https://ladysmith.ca/careers) to view the job description for a full list of qualifications and to find out the status of this posting and other employment opportunities with the Town of Ladysmith.

Are you interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to:

[careers@ladysmith.ca](mailto:careers@ladysmith.ca)

Competition #2024-02

### Position Overview

The Payroll and Benefits Administrator is responsible for full cycle bi-weekly and monthly payroll processing, benefits and pension administration, and maintenance of all payroll related records for exempt and union employees, Fire Rescue and Council, including: inputting and processing pay and benefit transactions; calculating adjustments to pay and benefits; extracting data pertaining to benefits and payroll to support the audit function, and the preparation of reports to ensure data integrity.

### Qualifications

- Completion of Grade 12, a payroll compliance practitioner (PCP) designation in good standing, and one (1) year recent relevant payroll experience in a unionized environment. An equivalent combination of education and experience may be considered.
- Demonstrated thorough understanding of the legislation, rules and regulations, standards and specifications, and varying policies pertaining to the payroll function.
- Demonstrated knowledge of current office procedures, practices and equipment, including ability to operate electronic data processing equipment and calculators with reasonable speed and exceptional accuracy.
- Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
- Demonstrated attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
- Demonstrated well-developed set of personal principles and values in interactions with others and in personal decisions thereby maintaining confidences, avoiding conflicts of interest, and acting in the Town's best interest.
- Demonstrated ability to maintain strict confidentiality and FIPPA standards related to personal information.
- Demonstrated consistent focus on achieving results despite challenges or obstacles; demonstrating a concern for doing a good job and achieving or surpassing standards of excellence.
- Demonstrated ability to follow established procedures and instructions.

### Additional Information

- Employees currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center
- Benefits including Extended Health, Dental, Group Life and AD&D
- Municipal Pension Plan with employer and employee contributions
- Hours of work: 35 hours/week \$34.14/hour
- Benefits: As per the Collective Agreement