

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Financial Services Department.*

PERMANENT FULL TIME  
PAYROLL AND BENEFITS ADMINISTRATOR  
(1 Position)  
**Internal/External Competition #2024-02**

<b>Department:</b>	Corporate Services; Financial Services – Payroll and Benefits Administrator
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 9 - \$34.14 per hour
<b>Hours of Work:</b>	35 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Manager of Accounting Services

This job posting will remain open until **4:00 PM January 28, 2024**. For further information related to the job and the duties associated to it, please contact Gerald Fukakusa, Manager of Accounting Services at 250.245.6414, local #6209; [gukakusa@ladysmith.ca](mailto:gukakusa@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your relevant qualifications and experience in **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca); Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged. Per CUPE Agreement Article 15.02: "applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union."



**TITLE:** PAYROLL AND BENEFITS ADMINISTRATOR  
**DEPARTMENT:** FINANCIAL SERVICES  
**DIVISION:** CORPORATE SERVICES  
**CATEGORY:** UNION CUPE LOCAL 401  
**BAND:** 9

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### GENERAL ACCOUNTABILITY

Under the general supervision of the Manager of Accounting Services, 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 a variety of pay and benefit transactions; updating and communicating Town practice and procedures relating to payroll and benefits; calculating a variety of adjustments to pay and benefits; contacting varying departments as required to resolve and clarify pay and benefit issues; extracting data pertaining to benefits and payroll from Vadim to support the audit function, and the preparation of reports to ensure data integrity.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Processes bi-weekly payroll in an accurate and timely manner.
- Receives, verifies and inputs payroll time sheets and other payroll related documents ensuring they are in compliance with organizational policies, the applicable collective agreement, and provincial legislation.
- Reviews and investigates the accuracy of time entered.
- Organizes work to meet payroll cut off dates and payroll deadlines.
- Prepares, verifies, and processes transactions, reports and other documentation related to payroll and employee benefits.
- Assists with investigating payroll processing issues.
- Maintains payroll master file records including the administration of all payroll records.
- Reviews and monitors eligibility for benefits and leave time.
- Reconciles and processes benefit plan carrier billings, CRA source deduction remittances, MPP pension payments, WorkSafe BC billings, Record of Employment and forms for terminated employees.
- Adheres to deadlines for payment of CRA source deductions, Pension, WorkSafe BC and benefit plan carriers.
- Coordinates with Human Resources to assist overpayments, benefit payments etc. as needed.
- Coordinates with Human Resources to investigate trends, anomalies and provide data for decision-making.
- Provides information, interpretation, and assistance to both union and exempt staff on payroll matters and issues related to individual pay, benefits, and leave eligibility.
- Consults with managers regarding payroll concerns; research and process adjustments as required.
- Prepares ad hoc reports to provide decision-making support.
- Assists in developing and implementing internal controls related to payroll, leave, and benefit activity; develops and maintains appropriate manuals.
- Assist with payroll related fiscal year end functions including preparation of T4 and T4A.
- Assists with the completion of special projects and priorities.
- Assist with testing and implementation of payroll related changes to the VADIM iCity ERP system.
- Follows all policies, procedures and standards of the Town of Ladysmith.
- Performs other related duties as required.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. 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.
2. Demonstrated thorough understanding of the legislation, rules and regulations, standards and specifications, and varying policies pertaining to the payroll function.
3. 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.
4. Demonstrated initiative with minimum direction; completing tasks by removing barriers and locating necessary resources.
5. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
6. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
7. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
8. Demonstrated attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
9. 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.
10. Demonstrated ability to maintain strict confidentiality and FIPPA standards related to personal information.
11. 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.
12. Demonstrated ability to follow established procedures and instructions.
13. Demonstrates valuing diversity.