



Canadian Mental
Health Association
Kootenays
Mental health for all

Association canadienne
pour la santé mentale
Kootenays
La santé mentale pour tous



Internal and External Job Posting

Job Title: Payroll Administrator – Casual/On-call

Program: Finance

Reports to: Chief Financial Officer

Wage: \$27.54/hr

Hours: casual/on-call (14-21hrs per week until return of medical incumbent)

Closing Date: Oct 2 2023

JOB SUMMARY: The Payroll Administrator is responsible for the preparation, administration and accurately processing the Association's payroll service. This includes collecting, verifying and processing payroll information; determining pay and benefit entitlements for staff; maintaining accurate payroll records; and providing payroll information in accordance with legislative/regulatory requirements and Association policies and procedures. ensuring accurate processing and recording of this information on behalf of the Association. Due to the highly confidential and private nature of the employee information held by the Payroll Accountant, a high degree of integrity is required.

Qualifications:

- Certificate in business, office admin or Payroll Compliance Practitioner
- Minimum of one-year payroll, union and pension plan experience ideally in a multi-department environment.
- Ceridian experience would be considered an advantage.
- Strong excel skills
- Excellent oral, written, facilitation and interpersonal communications skills.
- Demonstrated teamwork, leadership and confidentiality skills.
- Well-developed planning, organizing, controlling and administrative skills.
- Ability to function independently, and frequently under pressure, while managing payroll deadlines is an on-going expectation. Participation at meetings, conferences and other events may involve occasional long work days, and or evening and weekend work.

Key Duties and Responsibilities:

- Plans, organizes, and manages the provision of the Agency's payroll function and ensures the accurate and timely completion of full cycle payroll functions such as, pay-data processing, maintaining payroll records/files, remittances and statutory filings; benefits administration; year-end processing/reporting; and related financial records/reports in accordance with legislative/regulatory requirements and Association policies and procedures.
- Maintains and updates employee information, produces statistic and reports such as seniority lists, vacation entitlement, leave and overtime to calculate pay and benefit entitlements using excel or computerized system.
- Prepares and verifies statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans.
- Prepares, verifies and processes all employee payroll related payments, including regular pay, benefit payments, and special payments such as bonuses and vacation pay.
- Completes, verifies and processes forms and documentation for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance.
- Prepares payroll related filings and supporting documentation, such as year-end tax statements, pension, union dues, Records of Employment and other statements.
- Provides information on payroll matters, benefit plans and collective agreement provisions. Consults with and provides recommendations to senior management in relation to changes (such as legislation) affecting the delivery payroll services.
- Compiles, reviews, and monitors statistical reports, statements, and summaries related to pay and



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benefits accounts.

- Identifies and resolves payroll discrepancies.
- Determine eligibility of and enroll, update and terminate employee benefits (MSP, PBC, LTD, EFAP, AD&D);
- Reconcile MSP, EFAP and PBC monthly invoices and communicate any required changes to the service provider as applicable.
- Calculates and posts monthly payroll accrual, including uploading bi-weekly payroll details into accounting software
- Assists the Finance departments in preparation and computation of accounting accruals and audits.
- Performs other related duties as required.

Applicants to submit resume to: reception@cmhakootenays.org Subject: Payroll

CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted.