



“An Equal Opportunity Employer”  
**JOB POSTING**

Issued: October 22, 2018

**POSTING No: 18-35**

Applications are invited for: **Human Resources Department**, 15306 24<sup>th</sup> Avenue, Surrey, BC

**Classification:** **Permanent Full Time HR Assistant-Payroll/Benefits (37.5 hrs)**

**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, contact: *Stephanie Green – Director of HR*

**JOB DESCRIPTION:** As per *HR Assistant-Payroll/Benefits* 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;
- 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;
- Attention to detail and ability to troubleshoot
- Familiarity with the operation and maintenance of general office equipment;
- Good typing and adding machine skills;
- 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 SHS

**WAGE RATE:** Based on education and experience.

**PROCEDURE:**

Please email your resume to [recruit@shsbc.ca](mailto:recruit@shsbc.ca)

This position open to both male and female applicants and is an excluded position.

		
	<b>Position:</b>	Human Resources Assistant – Payroll and Benefits
	<b>Department/Group:</b>	Human Resources
	<b>Manager's Title:</b>	Director of Human Resources
	<b>Date:</b>	June 22, 2017

**Purpose of the role (broad description of why the role exists)**

To insure the accurate, timely and effective operation of the Human Resources Department in the area of the payroll and Benefit function of SHS, to provide backup support for other HR positions.

**Included:**

- Backup Support for Mail and Money submission for reception
- Signatory for Society

**Excluded:**

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**Generic accountabilities—all employees (As an employee, I am accountable for the following)**

- Doing my best at all times.
- Supporting the Society's Ends, Philosophy, Values Statement and strategic goals.
- Adhering to Society Policies
- Working cooperatively with others.
- Carrying out assigned work.
- Informing my immediate manager if progress on tasks is exceeding or is less than what is expected.
- Identifying, reporting and supporting recommendations for Performance and Quality Improvement (PQI)
- Asking my supervisor to clarify expectations when needed.

**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.
- Provides successful execution of the compensation and benefits systems for all active and inactive employees.
  - Produces the successful implementation and maintenance of a compensation system that meets the Society's current and mid-term needs; recommend changes in systems to the Director of HR if and when required.
  - Liaise with vendors of compensation and benefit providers
- Obtain and maintain appropriate electronic 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, death, disability pension plans, and unemployment and medical insurance;
  - Provide information to employees on payroll matters, benefits entitlements and status, and collective agreement provisions
- Participates in the Society's Occupational Health and Safety Committee by attending meetings, providing injury reports and producing minutes. Advises the Director of Human Resources of any concerns or items requiring attention.
- Produces 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. Uses independent judgment to compose general, non-technical business documents. Is privy to, and must protect, confidential materials.
- Time and Calendar Management: Maintains a systematic method for self to track time commitments 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 related expenses

### **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.

**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

## **Working Conditions:**

The Human Resources Assistant - Payroll:

- \* 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 Executive Director;
- \* Is often subjected to increased pressure from financial deadlines.

## **Qualifications:**

The Human Resources Assistant - Payroll 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;
- \* 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;
- \* Good typing and adding machine skills;
- \* Demonstrated written and verbal English communication skills;
- \* Ability to work independently while functioning as part of a team;
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- \* A strong desire to function as part of the staff team of SHS