



AiMHi provides opportunities and supports to people who have special needs and their families. Our culture empowers all people, both those we support and those we employ to live their best lives at work, at home and in the community. Strong communities recognize and celebrate the value of all citizens.

Competition Number: 2023-049R

Date Posted: March 10, 2023

Position Type: Regular Full-time (40 hours)

Compensation: As per collective agreement Grid 10 (\$21.63 - \$25.19)

General: Position requires union membership / open to all persons

Schedule: Monday thru Friday (8:30 to 5pm)

Location: 950 Kerry Street

Internal Closing Date: March 17, 2023

Number of positions: 1

What will you do as a Payroll and Benefits employee?

Payroll Administration:

- Provides administrative assistance to Payroll Manager in registration or deregistration in the payroll system of employees and processes payroll earnings and deductions
 - including but not limited to retroactive payments, vacation and holiday pay, and other leave payments, payroll adjustments, manual entries, garnishments, making necessary remittances, record of employment completion
- Provides assistance in the implementation of the collective agreement

Benefit Administration:

- Administrative data entry, benefit election letters, determines eligibility and enrollment/onboarding new employees

Municipal Pension Plan Administration:

- Determines eligibility and enrolls or deregisters employees from relevant programs, benefits and pensions as per established policy, procedure and guidelines
- Administers pension requirements as per set processes

Risk Management:

- Complies and provides input with privacy, security and confidentiality legislation related to sensitive and/or personal information (i.e., not limited to: payroll, benefits, pension) in regards to information collection, storage, use and destruction

Reporting and Records:

- Provides accurate and timely payroll reports including analysis as to trends, variances and issues as prescribed
- Maintains employee data records and information
- Calculate & remit government remittances, WorkSafeBC earnings requests
- Maintains and updates accounting records by performing duties just as recording and posting transaction journals and the general ledger for accounts payable, accounts receivable and payroll

Qualifications: What is the employer needing from you?

Education/Experience:

- Completed National Payroll Institute's (previously Canadian Payroll Association) Designation (PCP or CPM) OR;

- Post-secondary education in a related field
- Candidates without a completed NPI designation OR post-secondary education and who have 3 years directly related experience and/or an acceptable combination of education/experience, may be considered for this position as determined by the employer
- 3 years previous work experience in payroll/accounting environment
- Knowledge of Payroll systems such as ComVida (or similar software such as ADP)
- Knowledge of computer software (i.e.; MS Office, word processing, excel, email)

What skills do you need to be successful in this job?

- BC employment standards knowledge
- Ability to read and understand Unionized Collective Agreements – in managing benefit, vacation and other employee payroll entitlements
- Effective communicator. You are able to communicate verbally and through writing with the use of computers and technology. You are also able to use interpersonal skills to facilitate and communicate with internal and external contacts.
- The ability to function independently, frequently under pressure, while managing multiple concurrent projects and deadlines,
- Have the following skills: critical thinking and problem solving, computer based reporting, time management, organization, and communication.

Work requirements:

- Standard minimum requirements for support workers employed in BC
 - Criminal record check through the Criminal Records review program
 - Doctors certification of physical and mental fitness for the work required
 - Negative TB test clearance
 - Immunization records/history
 - Possession of Canadian, landed immigrant or legal working status
 - Three references: one reference must be from the most recent employer and the other references need to speak to the prospective employees suitability and ability to perform the job
 - Compliance with Provincial Health orders

What do we have to offer you?

Here at AiMHi, we strive to provide the best support and high quality of services to people in our community, along with providing the best worksites for our employees! We are continually looking for caring, supporting people who embrace AiMHi's vision, mission and values and are seeking a challenging and rewarding career!

- 🚧 Professional development opportunities
- 🚧 Extended benefits and 3 weeks' vacation are provided to regular positions
- 🚧 Municipal pension plan enrollment



How to apply:

AiMHi website: www.aimhi.ca look for “work with us” and “apply now”

Or submit a letter of application with your current resume to: recruitment@aimhi.ca or AiMHi 950 Kerry Street, Prince George, BC