

TITLE: PAYROLL & BENEFITS SPECIALIST
SECTION: Payroll Department
REPORTS TO: Manager of Payroll and Benefits, or Designate

063A

SUMMARY

Under the general direction of the Manager of Payroll and Benefits, or designate, the Payroll & Benefits Specialist performs a variety of duties in accordance with legislation, collective agreements, benefits entitlements, and employment contracts as well as established practices and procedures in payroll and benefits administration and general accounting. Work is performed under the general direction, with independent assessment and action required. The Payroll and Benefits department is responsible for administering payroll and benefits to a large number of multi-union and non-union employee groups, along with their dependents and beneficiaries.

DUTIES

1. Process, calculate, code, reconcile and transmit multiple payrolls using timesheets, web interfaces and other source material in accordance with established wage rates, salaries, allowances, benefits, and deductions within the required deadlines and in compliance with legislation, collective agreement, district policies, and employment contract language and standard practice.
2. Provide high level of communication and provide timely and accurate information, including documents to staff, as well as other internal and external stakeholders regarding all payroll and benefits related matters.
3. Monitor, apply and process applicable legislative, contractual, and collective agreement requirements such as sick leave, vacations, statutory holidays, benefit entitlements, pay increments, allowances, leaves, garnishments, retirements, terminations, and severance agreements.
4. Administer, complete and submit personal and payroll information via required forms to applicable benefit carriers to activate, modify, or terminate coverage, to substantiate Short and Long Term Disability claims, life insurance claims, as well as submit, validate, or clarify third party insurance claims such as Employment Insurance, WorkSafeBC and auto insurance. This includes establishing and maintaining internal processes that track eligibility, usage and associated waiting periods for each of the applicable employee groups, and/or third-party providers.
5. In partnership with the Human Resources Department, process all staffing notifications to update employment status, rates of pay, hours of work, benefits entitlement, Provincial Pension entitlement, and other applicable information required to facilitate accurate and timely payroll and benefits administration.
6. Monitor leave banks and WorkSafeBC assignments to ensure accurate pay in-line with contractual language.
7. Maintain and update the Human Resources Information System (HRIS) and Payroll, Benefit and Pension provider system databases with employee information such as, rates of pay, job classifications, mandatory and voluntary payroll deductions, benefit eligibility and associated coverage, dependent and beneficiary information, and Provincial Pension requirements, as well as any other employment information required.

8. Maintain employee records and files per Canada Revenue Agency's (CRA) requirements, such as Payroll, Benefit, and Pension information related to the individual's service with the district.
9. Monitor and process changes, additions, overage dependents, and cancellations for multiple employee benefit carriers. Reconcile benefit billing to employees pay history. Plan and process benefit rate changes when applicable as directed by Public Employee Benefit Trust (PEBT), Pacific Blue Cross (PBC) and Desjardins Insurance.
10. In alignment with benefit carriers' rules and regulations, administer Benefit Continuation coverage for eligible employee groups, establish and maintain benefit bills, billing cycles, and collection of premiums, prepare and process benefit payments to the district (receive/deposit cash) and reconcile billing to payments received on a monthly basis. Monitor continued eligibility and initiate benefit cancellation or reactivation on district paid benefit plans per individual circumstance.
11. Reconcile short term accounts receivable general ledger accounts to ensure that outstanding payroll and benefits items are accounted for as well as manage the ongoing transactions required to recover overpayments, benefit payments, or advances.
12. Reconcile all payroll and benefit related general ledger accounts and prepare required paperwork to substantiate payment or source deductions, voluntary and company compulsory deductions in compliance with legislation, collective agreements and employment contracts as well as to ensure that the accounts are accurate and balanced.
13. Provide regular summaries, reports and invoices as required for employees, other departments, government agencies and benefit carriers.
14. Prepare, reconcile and process T4's, produce Records of Employment and WorkSafeBC earning requests as required.
15. Respond timely to various requests from staff, government agencies, benefit and pension providers, other school districts, financial institutions, and private organizations as authorized.
16. Provide back-up, support, and training to other Payroll and Benefits Specialists as required.
17. Perform other related duties as required.

QUALIFICATIONS

- High school graduation or the equivalent.
- Two years post-secondary education in the Certified Payroll Compliance Practitioner (PCP) or Level 1 & Level 2 from the National Payroll Institute or be actively working toward the designation. As well, successful PCP candidates must maintain their professional designation by meeting the annual Continuing Professional Education (CPE) requirements set out by the Institute.
- Must have at least five years of recent experience as a full-time payroll or benefits professional, preferably in a large, unionized environment.
- Must have at least 5 years experience working with a HRMS/HRIS
- Minimum keyboarding speed of 60 cwpm and 200 cspm.
- Above average knowledge, experience, and ability with Microsoft Outlook, Word, and Excel.

- Knowledge of privacy legislation and regulations as well as the policies and administrative practices required to protect personal information.
- Highly effective verbal, non-verbal and written communication skills as well as extensive knowledge of business, payroll, and benefit terminology.
- Highly effective initiative, judgement, organization, communication, and human relation skills.
- Ability to manage multiple projects, set priorities, work independently or as part of a closely knit team, perform duties with speed and accuracy and work effectively under pressure with assigned deadlines.
- Proven ability to effectively multitask in a fast-paced deadline driven environment, while focusing on accuracy and attention to detail.
- Ability to deal with highly confidential and sensitive information with a high degree of diplomacy and confidentiality and diffuse heated conversations.

JE: 1990, 1992, 1992, 1994, 1997, 20002, 2001, 2001, 2016, 2023.03.07

(School District 68 (Nanaimo-Ladysmith))