

## Position Overview

Reporting to the Manager, Corporate Financial Services and Privacy Officer, the Payroll and Benefits Assistant is responsible for assisting the Manager, Corporate Financial Services and Privacy Officer with support of the overall provision of Payroll and Benefits for the First Nations Financial Management Board (FMB).

The position functions in a fast paced, high-volume environment where considerable attention to detail and the ability to handle highly confidential material is required to maximize the effectiveness of FMB payroll and benefit process.

## Accountabilities

### Payroll

- Creates payroll profiles for all new employees as advised by management;
- Ensure all banking information for each employee is correct;
- Create reports to manage payroll payments, deductions, and other regular modifications;
- Ensures payroll transactions are accurate and in compliance with and legislation;
- Responds to payroll-related enquiries by providing specific payroll calculations, information, and explanations of, pension and benefit policies and procedures for managers/supervisors and/or employees;
- Contributes to the ongoing development of the department by supporting and sharing knowledge with other team members;
- Stay current with payroll regulations, standards, and work methods;
- Ensures accurate processing of sick pay, benefits, and vacation payouts;
- Verify a variety of payroll related information (e.g., time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of ensuring accurate distribution of funds and payroll;
- Maintain a wide variety of payroll information, files, and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance;
- Responsible for the accurate and timely processing of payroll, performing various clerical and accounting tasks such as data management and keeping employee information that is relevant to payroll purposes up to date;
- Assisting in multiple financial activities relating to company bi-weekly payroll functions;
- Support for the administration of First Nations Financial Management Board benefit plans including but not limited to Group Health and Dental, Employee Assistance Program, and Group Registered Retirement Savings and Pension Plans;
- Maintains Payroll-specific records such as changes in wage and salary rates; pension, insurance, mandatory deductions;
- Partners with Human Resources to ensure accurate and timely processing of new hires, terminations, ROEs, pay rate changes and incentive pay as applicable;
- Processing ROEs/ Year end company T4 and T4A slips, as required by management;
- Respond to internal and external payroll inquiries;
- Ensures compliance with federal and provincial regulations by implementing and monitoring personnel policies and procedures to protect employees and the organization;

- Analyses problems and uses sound judgment when dealing with highly confidential and/or sensitive issues;
- Responds by phone, written correspondence, e-mail, or in-person, to payroll-related enquiries.

### Benefits

- Responsible for administration of FMB benefit programs;
- Support the updating of administration guides with current policies and best practices;
- Mediate between insurers, clients, and employees to resolve claim and coverage issues;
- Educate employees on benefits and programs;
- Provide employee assistance with registration processes;
- Analyze benefit usage and identify and initiate educational health and wellness program opportunities and ensure that programs offered meet FMB employee needs;
- Ensure that appropriate contributions are made with each pay period;
- Reconcile monthly insurer billings;
- Prepare and submit required government report documents;
- Maintain accurate and complete employee benefit databases, files, and records, and update as necessary;
- Manage outsourced programs and vendor relationships for benefits packages to ensure these programs meet employee needs;
- Monitor existing vendor relationships for performance; identify cost savings opportunities and assure accurate payments;
- Prepare and distribute reports, employee manuals, benefit package descriptions, and other publications;
- Provide support to employees, supervisors, and business units to ensure that benefit programs are understood by all;
- Responds by phone, written correspondence, e-mail, or in-person, to benefit-related enquiries.

### Other Duties

- Contributes to the ongoing development of the department by supporting and sharing knowledge with other team members;
- Work with discretion regarding sensitive and confidential information;
- Issue ad hoc, monthly, quarterly, and annual reports;
- Performs other related duties similar in scope and complexity.

The Payroll and Benefits Assistant performs other related duties as requested.

### Qualifications

- Post-Secondary Education in Business Administration, Accounting, or Human Resource Management;
- Certified Payroll Manager (PCM), Payroll Compliance Practitioner (PCP) or Certified Professional Human Resource (CPHR) designation or working towards it is an asset;
- 2 years' experience in a Payroll assistant role required;
- Proficient working skills of Microsoft Suite and Adobe Products;
- Ability to prepare ad hoc reports using Microsoft Excel;

- Good knowledge of accounting, general/bought/sales ledger, journal entries, and bookkeeping experience an asset;
- Able to handle confidential information in an ethical manner;
- Experience working with information and data management systems required;
- Strong mathematical skills;
- Excellent communicator with a strong command of written and spoken English; French language skills considered an asset;
- Strong organizational skills with attention to detail with a high degree of accuracy;
- Able to respond to situations with a calm and steady demeanor;
- Knowledge of standard office procedures and practices;
- Experience working with Indigenous Governments, organizations and communities considered a strong asset.

Equivalent or relevant education and/or experience may be considered.

### Competencies

#### Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, and clarity, using active listening techniques to effectively understand and increase understanding.

#### Knowledge/Technical

- Ability to demonstrate proficiency in technical and administrative knowledge to achieve a high level of performance;
- Keeps informed about current and future trends in relevant areas.

#### Interpersonal

- Consistently displays professionalism and confidentiality, creating a positive impression as an individual and representative of FMB;
- Maintains a long term, big-picture view of FMB's operations and seeks opportunity to provide input on the future needs and opportunities as they arise.

#### Discretion and Confidentiality

- Respect the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need-to-know bases;
- Demonstrates skills of discretion and judgement when carrying out duties.

#### Environmental/Cultural Awareness

- Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations and through having a solid understanding of the internal environment;
- Maintains self-awareness, awareness of others, and brings cultural knowledge and skills to the role.

### Working Conditions

- This position is based in West Vancouver, BC. Hybrid working arrangement may be considered.