



Position: Payroll & Benefits Coordinator
Reports To: Manager, Accounting Operations
Contract Type: Fixed Term, Full Time (12 month contract)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented individual for the position of Payroll & Benefits Coordinator. We are proud to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

The Payroll & Benefits Coordinator is responsible for ensuring the timely processing and handling of all payroll and benefits activities at CPABC, which includes both daily transactional processing as well as period reporting responsibilities and statutory filings.

Key Responsibilities:

- Administer all aspects of the semi-monthly payroll process in an accurate and timely manner;
- Ensure all statutory remittances (EI, CPP, Federal Taxes) are filed;
- Process all payroll-related tax forms (T4s, T4NR, T4 Summaries);
- Perform salary and benefit journal entries for review; and
- Other duties and responsibilities as may be assigned from time to time.

Key Requirements:

- Post-Secondary qualification in Accounting or a related discipline would be an asset;
- Two (2) to three (3) years of Payroll experience required;
- Broad working knowledge of ADP and MS Office;
- Demonstrated ability to:
 - Provide strong and efficient customer service;
 - Write reports and communicate concisely and effectively, both verbally and in writing;
 - Cope with pressures, meet deadlines, identify and solve problems;
 - Work independently with minimal supervision, and as part of a team;
 - Obtain clarification on assignments as necessary, collect, evaluate and interpret data;
 - Stay abreast on technical payroll-related matters and computer skills;
 - Manage time and prioritize workload amongst changing duties and demands throughout the year.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca. This posting will remain open until filled. We thank all candidates who respond; however, only those selected for an interview will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 39,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fourth consecutive BC Top Employer award in 2023.