

**Position:** Payroll & Benefits Specialist  
**Reports To:** Manager, Accounting Operations  
**Contract Type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, results-driven individual with a drive for excellence for the position of Payroll & Benefits Specialist. We are proudly recognized as one of BC's Top Employers for 2022. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying for the position.*

### **Job Summary**

Reporting to the Manager, Accounting Operations, the Payroll & Benefits Specialist serves as the subject matter expert on all payroll and benefit matters, and is responsible for working with all cross-functional stakeholders to ensure that payroll and benefits programs are delivered in an accurate and timely manner. The Payroll & Benefits Specialist is to remain compliant with all regulatory bodies while information remains confidential by adhering to legal and ethical standards. The individual must also demonstrate a high level of professionalism, integrity, trust, and confidence.

### **Key Responsibilities:**

#### **Payroll Administration**

- Administer all aspects of the semi-monthly payroll process in an accurate and timely manner;
- Ensuring all statutory remittances (EI, CPP, Federal Taxes) are filed;
- Process all payroll-related tax forms (T4s, T4NR, T4 Summaries);
- Assist in the preparation of the annual payroll budget and quarterly forecast;
- Monitor, analyze and report on any payroll expense variances against budget;

#### **Benefit Administration**

- Administer and manage all group benefits plans from set-up to termination;
- Oversee the WCB process, from preparing and filing the quarterly / annual WCB reports for staff and contractors to updating internal processes and procedures;
- Prepare reports for benefit providers to ensure payments and reporting requirements are completed accurately and in a timely manner;

#### **General Duties & Administration**

- Perform general ledger accounting for payroll and benefits and complete period-end working papers;
- Develop, refine and maintain written Payroll and Benefit procedures;
- Provide guidance to staff on payroll and benefit policies and procedures ;
- Act as the first point of contact for key business relationships with Payroll and Benefit providers;
- Stay current and provide interpretation on all payroll requirements in accordance with the rules and regulations set out by the CRA and BC Employment Standards Act;
- Support the annual financial statement audit;
- Other duties and responsibilities as assigned.

### **Key Requirements:**

- Post-Secondary qualification Accounting or a related discipline;
- Three (3) to five (5) years of Payroll experience required;
- Payroll Compliance Practitioner (PCP) designation required;
- Accounting knowledge, including accounting principles and practices;
- Proficiency in payroll processing with the ability to lead the payroll process as the subject matter expert;
- Ability to train staff on payroll-related policies and processes;
- Excellent interpersonal, communication and presentation skills, both verbally and written;



- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills;
- Advanced analytical, critical thinking and research skills with the ability to problem solve.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto: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 38,000 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 BC Top Employer award for 2020, 2021 and 2022.*