Position:	**Payroll & Benefits Coordinator**
Reports To:	**Manager, Accounting Operations**
Contract Type:	**Fixed Term, Full Time (18 months)**

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented individual for the position of Payroll & Benefits Coordinator. We are proud and honoured to have been recognized as one of BC's Top Employers for a fifth consecutive year in 2024. Come join a high performing and collaborative network of like-minded professionals 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 the initial completion of salary and benefit journal entries for review;
- Assist with the administration and management of all group benefit plans, from set-up to termination;
- Prepare reports for benefit providers to ensure payments and reporting requirements are completed accurately and in a timely manner;
- Stay current on all payroll requirements in accordance with the rules and regulations set out by the CRA and BC Employment Standards Act;
- Ensure all aspects of Payroll and Benefits are in compliance with proper procedures, rules and standards; 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;
- One (1) to three (3) years of Payroll experience required, or related experience
- Broad working knowledge of ADP;
- Intermediate proficiency with MS Office, specifically MS Excel;
- 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.

The starting annual salary for this position is between $54,100 – 64,250 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

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 40,000 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 fifth consecutive BC Top Employer award in 2024.