



PAYROLL ADMINISTRATOR

Classification: Administrative Officer 18

Salary: \$28,016.26 - \$31,782.64 annually

Job Type: Regular Part-Time, 2.5 days per week (17.5 hours)

Location: Victoria, B.C.

An eligibility list will be created to fill multiple permanent and temporary vacancies.

Do you want to be part of a challenging and rewarding work community?

The Office of the Auditor General of B.C. is an independent office of the Legislature that contributes to excellence in effective and accountable government. We offer opportunities for career growth, excellent benefits, a comprehensive salary, remote and telework options and flexible working hours.

Interested in growing your career? We offer a professional development fund to support your educational pursuits and reimburse annual professional dues. Other benefits offered to our employees include:

- Paid time off for medical appointments and family illness days
- Paid short-term and long-term sick leave
- Life insurance
- Public service pension
- Confidential employee and family assistance program

Our office promotes trust, cooperation, and teamwork in a diverse, inclusive, and respectful environment. We support each other, celebrate our successes, and encourage a healthy work-life balance for everyone. Our staff events are socially, physically, emotionally, and nutritionally focused – and fun!

Our downtown Victoria location supports collaboration and includes a gym, indoor bike storage, and decks with views of the beautiful Inner Harbour.

Job Summary

Reporting to the Manager, Budgets and Reporting, the Payroll Administrator functions as the payroll expert for the office and is responsible for developing and revising payroll policy and procedures, and for planning, developing, managing, processing, and evaluating the office's payroll, leave, and benefits. The position is also responsible for administering the office's Occupational Health & Safety (OH&S) program.

Accountabilities

As part of the Finance team and under the direction of the Manager, Budgets and Reporting:

- Develops and recommends payroll and benefits policies and procedures, processing and reporting for the office.
- Establishes payroll for staff using the PeopleSoft Corporate Human Resources Information and Payroll System (CHIPS).
- Manages payroll and benefits transactions, ensuring that each employee is remunerated in accordance with statutory, office and benefits administration requirements, transactions are processed in a timely and accurate manner, accurate records kept and payroll accounts reconciled.
- Ensures transactions conform to Terms and Conditions for Excluded Employees as well as the BCGEU Collective Agreement.
- Identifies and initiates payroll corrections and ensures that corrections have been made.
- Provides subject matter expertise on payroll, leave management and entitlements for all staff.
- Provides regular, ad hoc and year-end reports and projections to senior management.
- Develops and provides payroll information and training to staff on new procedures or software changes
- Liaises with internal staff and the Public Service Agency (PSA) to resolve and/or escalate complex issues and ensure successful implementation, delivery and administration of payroll, leave and benefits services, systems and operations.
- Works collaboratively with leadership and the management team, employees, contractors and Worksafe (B.C. and other provinces/territories) to resolve health and safety issues and ensure compliance with applicable legislation and regulations.
- Administers the office's OH&S program including scheduling OH&S meetings, drafting agendas, taking minutes, maintaining all needed documentation, scheduling quarterly inspections, tracking certification of committee members, tracking any issues and working with committee members and management to ensure resolution.

Job Requirements

Education and Experience:

- Payroll Compliance Practitioner (PCP) designation and three years experience in payroll and benefits administration, or an equivalent combination of education, training and experience. (Prior to start of employment, successful applicants must confirm completion of PCP.)
- Experience in the research and drafting of new policies/procedures and recommending changes to existing policies/procedures.
- Experience developing and maintaining positive working relationships.
- Preference may be given to candidates with experience using CHIPS (PeopleSoft Corporate Human Resources Information and Payroll System).

- Preference may be given to candidates with experience in public service benefits administration, short-term illness and injury plan, and special leave entitlements as per BCGEU.

Knowledge, Skills, and Abilities:

- Knowledge of all applicable acts, regulations, policies and procedures pertaining to payroll, benefits, leave, and pension administration.
- Knowledge of Terms and Conditions for Excluded Employees and BCGEU Collective Agreement.
- Knowledge of occupational health and safety.
- Ability to maintain a high degree of accuracy and attention to detail.
- Skilled in the use of Microsoft Excel, Word, and Outlook.
- Demonstrated ability in planning and organizing to meet scheduled deadlines under pressure.
- Problem solver with a strong, service-oriented mindset.
- Excellent communication skills.
- Ability to provide expert payroll and benefits advice and direction.
- Ability to conduct ongoing evaluation of payroll processes, identify deficiencies and recommend improvements.
- Ability to resolve problems with staff and external agencies.

Candidates must be willing and able to:

- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- Work from the office, as required.

Conditions

- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Proof of COVID-19 vaccination is required of all staff. It is a term of acceptance of employment that you agree to comply with all vaccination requirements. Our policy is aligned with the COVID-19 vaccination policy for B.C. public service employees. At the Office of the Auditor General, the health and safety of our people is a high priority.
- We support a flexible work environment where you can choose what works best for you: working from home or in the office. However, working in the office may be required from time to time based on operational needs.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

To be considered for this role candidates must submit their **resume**. **Your resume must include whether you are eligible to work in Canada, and whether this is temporary** to hr@bcauditor.com. Applications will be accepted until 4:30 p.m. PST Tuesday, October 4, 2022.

For more information, please contact hr@bcauditor.com.

Attachments

- Job Profile