



## Employment Opportunity

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**Position:** HR and Payroll Coordinator

**Position Type:** Out of Scope

**Employment Terms:** Full Time

**Duration:** 3 months with the possibility of being extended or becoming permanent

**Compensation:** Competitive Non-Profit Sector wages and compensation package

**Position Location:** Regina

**Application Process:** Email resume and cover letter to [HR@sk.johnhoward.ca](mailto:HR@sk.johnhoward.ca)

**Apply By:** 11:59 pm (CST), September 28, 2023

**Vacancies:** 1

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### Summary

Under the supervision of the Director of Human Resources, the Payroll and Benefits Coordinator will be responsible for ensuring that all employees are paid accurately and on time, as well as complying with relevant laws and regulations. The incumbent will handle any payroll-related questions or issues that may arise.

The successful candidate will have previous experience in payroll processing, excellent attention to detail, and strong numerical and analytical skills. The Payroll and Benefits Coordinator will be knowledgeable and familiar with various payroll systems and software. Additionally, the incumbent will have good communication skills and be able to work effectively with other departments and interest groups.

### Primary Responsibilities

- Process semi-monthly payroll.
- Complete new hire paperwork and account set-ups.
- Administer benefit and pension plans.
- Maintain all electronic employee records.
- Coordinate any changes in payroll, such as new hires, terminations, promotions, leaves, returns, etc.
- Update and post seniority lists.
- Maintain an approved Driver's list in partnership with SGI.
- Submit monthly benefit remittances.
- Complete and distribute yearly T4's and annual payroll reporting.
- Produce and generate ad hoc reports from time-to-time.
- Ensure organizational policies and agreements are adhered to.
- Assist Finance with grant reporting.
- Assist with employee timecard adjustments.
- Other duties as assigned.



## **Employment Opportunity**

### Qualifications:

- Proven experience as a payroll coordinator or a similar role in accounting or finance.
- Payroll Compliance Practitioner certificate or equivalent education. A combination of experience and education may be considered.
- Clear Criminal Record Check (completed within 3 months of application).

### Assets:

- Experience with PayWorks and similar HRIS and payroll systems.
- Knowledge and experience in a unionized environment.

### Knowledge/Skills:

- An understanding and commitment to the philosophy, goals, and objectives of the John Howard Society.
- Knowledge of Microsoft Office programs, especially Excel.
- Excellent communication, organizational, interpersonal, and time management skills.
- Ability to work under pressure and meet deadlines.
- Solid mathematical and analytical skills.
- Exceptional written skills.
- Strong attention to detail and accuracy.
- Demonstrated ability to create and maintain positive relationships with a variety of key stakeholders including Senior Leadership, Union Representatives, and staff.