

**Job Title:** **Coordinator, Payroll**

**Department:** Finance

**Reports to:** Manager, Payroll

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**Summary**

BCIB is the new provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Payroll, the Payroll Representative is responsible for performing a variety of tasks including collecting, entering, and maintaining accurate records of employee's earnings and payments. In addition, the Payroll Representative will address payroll related inquiries from employees, contractors or Unions and will provide resolutions, as necessary. The Payroll Representative will work cross functionally with the organization, such as HR and Accounting to provide timely payments and maintain accurate employee information in a confidential manner.

**Essential Duties & Responsibilities**

- Perform day-to-day payroll functions including, processing timesheets and time and pay information and validating the accuracy and completeness of the payroll information.
- Ensure payroll information is compliant with the Community Benefits Agreement (CBA).
- Coordinate with on site managers/coordinators to resolve any payroll issues in a timely basis.
- Assist with reconciling payroll related accounts.
- Provide Accounting team with required reports for Unions, Government remittances and Contractors' invoices.
- Assist with the development and implementation of payroll controls and procedures to mitigate risks.
- Maintain 'job', 'position' and 'department' codes and create new codes as and when required.
- Assist the Human Resources team with the maintenance of employee profile records.
- Monitor People soft payroll requests and enquiries via Oracle.
- Provide assistance with benefits administration.
- Assist with implementation of new software programs (ex. New timesheet system)
- Assist Payroll Lead in training and onboarding of new Payroll staff
- Verify and validate CBA pay rates during the onboarding process.



**Desired Skills & Qualifications**

- Provide exceptional customer service by addressing and following up with any payroll inquiries and provide resolution in a quick and efficient manner to employees, contractors and or unions.
- Provide accurate and effective advice on all areas of payroll administration.
- Provide additional administrative support as required.
- Experience working with a unionized workforce and familiarity with collective agreements.
- Ability to fully understand the requirements of the Community Benefits Agreement and other agreements that apply to BCIB.
- Good understanding of payroll processes and government remittances.
- A high level of computer literacy with skills in Microsoft Excel and Word.
- Ability to analyze and review data for errors, ability to pay close attention to detail.
- Ability to work independently.
- Excellent communication skills, both verbally and in writing.
- Flexibility with work schedule.

**Education and Experience**

- Payroll experience in a complex business environment preferred.
- Customer service experience required.
- Qualifications in business administration, accounting, payroll and or commerce preferred.
- PeopleSoft experience preferred.
- Oracle CRM experience preferred.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)