

Employment Opportunity Payroll and HR Coordinator

Summary of Job Description

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. The Payroll and HR Coordinator has a primary responsibility for the overall payroll function and Human Resources administration. The position reports to the Director of Operations to facilitate HR and payroll systems and support the changing demands of the organization in a positive action-oriented manner.

KEY RESPONSIBILITIES

Payroll

- Process bi-weekly payroll and generate payroll reports.
- Process ROEs and T4s.

Performance Management

- Provide advice, guidance, and assistance across all HR disciplines to managers and employees based on thorough knowledge of related Labour Laws.
- Administer overall employee benefits including enrolment, changes, and termination of group health and group benefits.
- Provide support for Talent Management and Succession Planning activities
- Support and drive BNH inclusive and diverse Culture and Change management.
- Assist and support the organizations focus of JEDI - Justice Equity diversity and Inclusion

Operational Health and Safety

- Facilitation of Occupational Health and Safety staff committee and ensure compliance.
- Assist with development and communication of employee policies and procedures.
- Adhering to Labour Law compliance

Qualifications:

- Degree or diploma and/or accreditation in business administration/accounting/ Human Resources or equivalent work/education experience.
- Experience with Payworks or other automated payroll systems.
- Knowledge and experience with organizational policies and HR procedures and understanding of BC Employment Standards
- Excellent oral and written communication skills to facilitate positive interactions with all levels of the organization
- High proficiency with Microsoft Office Applications including: Word, Excel, Outlook, OneDrive, Forms, and SharePoint

In addition to bringing a commitment to Burnaby Neighbourhood House vision and values, the candidate should possess the following competencies:

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you
- Leading Others • Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners
- Make an Intentional Impact – Advance the strength and cause of BNH

Other Details:

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply.
- Must have valid Vaccine Passport showing double vaccination.

Hours of Work: 35 Hours per week

Accountability: This position reports to the Director of Operations

Hours & Pay rate: 23.11 – 24.52 (dependant on experience)

Extended Health benefit package (after 3 months) 3% matching group RSP (after one year)

Deadline: Dec 04 2023

Start Date: Negotiable

Thank you for your interest in this position, however, only short listed candidates will be contacted.

To apply please email resume to: simoneg@burnabynh.ca

No phone calls please