

September 2026



JOB POSTING

Payroll and Benefits Administrator

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Payroll and Benefits Administrator has a primary responsibility for the overall payroll function and benefits administration. The position reports to the Director of Finance to provide payroll data for reporting and analytical purposes. Supports the changing demands of the organization in a methodical and action-oriented approach to support change managements.

General Duties and Responsibilities:

- Process bi-weekly payroll and generate payroll reports.
- Process ROEs and T4s
- Liaise with payroll service provider to improve reporting and efficiencies of payroll systems.
- Administer overall employee benefits including enrolment, changes, and termination of group health and group RRSP/TFSA benefits.
- Manage the tracking of vacation, sick, overtime, and banked time balances.
- Create and maintain employee personnel files and records.
- Track and maintain employee credentials and certifications.
- Payroll accounting
- Payroll compensation analysis and reporting.
- Complete reports including but not limited to WorkSafe, CSSEA, EHT
- Audit queries related to payroll and compensation.
- Charity Tax Returns (T3010s) – compensation related sections.
- Support the accounting and administrative functions.

Qualifications:

- Degree or diploma and/or accreditation in business administration/accounting/Human Resources or equivalent work/education experience.
- PCP designation preferred.
- Demonstrated ability with managing payroll processes.
- Experience with Payworks and/or other automated payroll systems.
- Excellent computer skills and advance level of Excel and Microsoft Word.
- Working knowledge of bookkeeping and accounting systems.
- Must be detail-oriented and accurate with an aptitude for working with numbers
- Knowledge and experience with organizational policies and HR procedures and understanding of BC Employment Standards.
- Excellent organizational skills and experience with administrative systems.

- Ability to work in a busy work environment.
- Ability to work independently and as part of a team.
- Experience working in a community-based organization an asset.
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- First Aid certification or willingness to obtain.

Location: BNH South House

Accountability: This position reports to the Director of Finance.

Hours & Pay Rate: 35 hours per week. Pay Range: \$28.43 - \$29.28 per hour. Extended Health benefit package (after 3 months) and 3% matching Group RRSP (after 1 year)

Start Date: As soon as possible

Deadline for applications: October 15, 2026

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

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

No phone calls please

The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.