

Payroll and Benefits Assistant, Central Services (Internal/External Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is currently seeking an energetic, methodical and dedicated individual to join our HR team as our **Payroll and Benefits Assistant** at ANHBC Central Service.

Incorporated in 1894, ANHBC is a non-profit charitable organization made up of seven neighbourhood houses and an outdoor centre in the Lower Mainland. We have over 500 staff and work with thousands of volunteers from all walks of life.

The successful candidate will demonstrate a proven record of multitasking and time management skills and be able to work efficiently and effectively with staff and volunteers from various backgrounds.

Responsibility:

Reporting directly to the Payroll and Benefits Manager, the Payroll and Benefits Assistant is responsible for all day-to-day activities with regards to payroll and employee benefits programs. He/she is also the first point of contact for staff with regards to payroll and benefits programs.

Some of the key duties and responsibilities include:

- Liaise with employees, managers and service providers to ensure enrollment, status change and termination of group benefits programs are processed in an accurate and timely manner
- Act as the first point of contact for staff to address routine payroll and benefits questions and enquires
- Maintain up-to-date information, templates, forms and booklets of payroll and benefits programs
- Assist in setting up new hires and update employee status changes on payroll system
- Assist in preparing and compiling reports including ROE and T4

Qualifications:

- Two years of related work experience, preferably in HR/finance; direct and recent experience in a charitable nonprofit sector an asset
- Completion of high school, and preferably with post-secondary education or technical courses in HR, finance, business or office administration
- Proficient in Microsoft Office (intermediate to advance level in Excel a must); experience with computerized payroll and benefits program an asset
- Excellent verbal and written communication skills in English is essential
- Team and customer oriented; demonstrated interpersonal skills
- Demonstrated ability to exercise discretion and sound judgement
- Organized and detail oriented, ability to multi-task and prioritize

This is a regular part time position (21 hours per week) and eligible for group medical and pension benefits.

For more information about the Association of Neighbourhood Houses of BC, please visit www.anhbc.org.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family. All qualified individuals are encouraged to email their applications to careers@anhbc.org by Friday January 19, 2018.

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

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