

Position Identification			
Position Title	Payroll and Benefits Administrator		
Position Replaces	N/A		
Position Level	Employee	Position Code	1106
Pay Group	Group 9	Revision Date	Oct-24
Supervisor Title	Supervisor, Payroll and Benefits	Sup. Position Code	1706
Additional Requirement	CRC	N/A	
Division	People & Culture	Flexible Work Arrangement	Flexible Work

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Payroll and Benefits Department is within the People and Culture Division of BC Transit. The Payroll and Benefits Department works closely with other departments to ensure accurate payment to all employees while adhering to Collective Agreements, BC Transit Policies and Legislation. The Payroll and Benefits Department is responsible for accurate payroll deductions, remitting and reporting to various government agencies, benefit carriers, unions and other external groups.

The Payroll and Benefits team are essential to BC Transit by providing knowledge and excellence in payroll services, one interaction at a time.

Job Overview

Reporting to the Supervisor, Payroll and Benefits, the Payroll and Benefits Administrator (PBA) is responsible for ensuring the accurate and timely processing of the full payroll cycle. The PBA is responsible for a variety of benefits administration duties while maintaining confidentiality at all times. The PBA verifies all entries relating to pay transactions, payroll earnings, deductions and related remittances. Sets up and maintains procedures for payroll processing. Responds to inquiries from internal and external clients regarding a variety of payroll and benefits related matters. Carries out administration duties related to time off entitlements, sick leave records, and pension plan.

Key Accountabilities and Expectations

Key Accountability	Expectation
Payroll Processing	• Accurately prepares and processes full cycle regular payroll for all employees, including salary and hourly while adhering to strict deadlines • Full cycle payroll could require the role to execute the following tasks: ○ Process off-cycle payments ○ Manually calculate and process retroactive payments ○ Prepare and submit Records of Employment ○ Prepare and submit payment remittances and report to various government agencies, benefit carriers, unions and other external groups ○ Prepare and submit recoverable hours for union-related business ○ Liaise with various internal colleagues to ensure the accurate reporting of time ○ Provide guidance to employees on payroll reporting based on Collective Agreements, BC Transit Policies and legislation ○ Set-up and processes payment for overpayments or arrears arrangements ○ Monitor payroll system processes and make preventative corrections to ensure ongoing accuracy of leave balances, benefits deductions and pension calculations ○ Setup and maintain garnishee records, deductions and remittances
Benefit Administration	• Verify eligibility and set-up employees in payroll system and Public Service Pension Plan (PSPP) website following PSPP policy • Complete PSPP forms for record changes, disability, termination and purchase of service • Prepares and submits payroll remittances to PSPP • Verify Pension deductions and service on payroll

	• Prepare and submit payroll pension remittance each payroll while ensuring all data is accurate and balanced • Performs a variety of benefit administration duties including: ○ Enrolling and maintaining all benefits information in payroll system ○ Enrolling and maintaining Extended Health & Dental in benefit carrier website ○ Adding and updating beneficiary ○ Verifying bus pass dependent eligibility and adding to payroll system ○ Assisting employees with the application for Optional Group Life Insurance and enrollment into payroll system upon acceptance from insurance carrier ○ Preparing and submitting benefit carrier remittances
Policies and Procedures	• Creates and updates documentation for Payroll and Benefits procedures • Supports Supervisor, Payroll and Benefits with year-end activities including year-end balancing and reconciliation of payroll and benefit-related balance sheet accounts, receiving and auditing employee leave bank requests, and with the preparation of annual returns and documents such as T4s and T4As
Additional Duties	• Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	• Grade 12 Diploma or equivalent • Completion of the Payroll Compliance Practitioner courses for designation
Experience	• Three (3) years of payroll experience preferably in a unionized environment with increasing payroll and benefits responsibilities • Experience in supporting a variety of payroll, benefits, pension and leave management systems and services • An equivalent combination of education and experience may be considered

Key job-specific competencies	• Strong customer service focus • Proficient in Microsoft Office Suite • Strong critical thinking and problem-solving capabilities • Proactive and takes initiative • Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines with attention to detail • Effective communication skills • Ability to exercise sound judgment in dealing with matters of a confidential nature. • Demonstrated ability to work both independently and collaboratively as part of a team
Willingness Statement	• Travel within Victoria Regional Transit System (VRTS) required up to once per week • Ability to lift up to 7kg (approx. 15 lbs)