



JOB PROFILE

Date:	April 6, 2023
Position:	Payroll & Benefits Administrator
Status:	Permanent, Full Time
Shift:	Monday to Friday
Hours	8 Hours/Day
Location	Burnaby, BC
NOC	13102
Pay Scale	\$50050 - \$58500

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and Los Angeles, CA, plus sales associates in Burnaby, Seattle, San Francisco and Los Angeles. For more information, please visit www.hemlock.com.

We have an immediate opening for a **Payroll & Benefits Administrator**. This position is responsible for administering the payroll and benefit plans for all employees in the Hemlock Group of companies. You will work closely with both the Finance and Human Resources Teams.

POSITION RESPONSIBILITIES

- Manage all aspects of payroll and reporting (Canadian and US)
 - Prepare, verify and process all employee payroll related payments, including regular pay, benefit payments, and special payments such as bonuses and vacation pay
 - Prepare payroll related filings and supporting documentation, such as year-end tax statements, Records of Employment and other statements
 - Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits accounts
 - Provide payroll reports, overtime reports, time off reports and staff counts
 - Maintain time off records
 - Submit payroll taxes
- Manage aspects of benefit programs (Canadian and US)
 - Maintain and reconcile benefit plans including EH&D, Life, AD&D, STD, LTD, WorkSafe, BC EHT; update and submit premiums
 - Provide communication regarding benefit changes and updates
 - Manages RRSP/401k account and submits funds
 - Administer other programs ie. Compass Card (TOPS program) reimbursements
- Attend payroll and benefit seminars and keep up to date on laws and regulations
- Review and update employee records, including information such as changes in wages, employee transfer requests, benefit enrollment and contact information.
- Communicate with human resources department about employee issues such as performance reviews, disciplinary action, terminations, and hiring new staff



SKILLS & QUALIFICATIONS

- Minimum of two years of relevant experience in accounting or 6 months administering payroll is preferred. Related certificate, diploma or degree is an asset.
- Experience with Payworks or Ceridian Dayforce is an asset.
- Canadian Payroll Compliance Practitioner (PCP) certification and/or American Fundamental Payroll Certification (FPC) is an asset
- Ability to understand, apply and explain government regulations and company policies as they affect employment standards and benefits
- Able to work both independently and cooperatively as a team member
- Excellent written and communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Able to maintain a high level of confidentiality

BENEFITS

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Payroll & Benefits Administrator** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.