

Job Posting:	Administrator, Payroll
Competition Number:	AD-21040-HR
Type:	Internal & External - Full-Time (Indeterminate)
Hours of Work:	40 hours per week, Monday to Friday, 8:30 a.m. to 5:00 p.m.
Compensation	\$55 - \$60K annually depending on experience, plus a competitive leave, benefits and pension package after initial disqualification period.
Location:	While some hours in our Gastown office are required, working from home is an option.
Deadline:	Open Until Filled

About Us:

Atira Women's Resource Society, an award-winning nonprofit organization known for its inclusionary hiring practices and where a job is more than a pay cheque. We offer the opportunity to work alongside a remarkable group of women working to make the world a more just place, one woman, one child, one home, one job at a time.

The Opportunity:

Reporting to the Manager, Payroll & Benefits, the Payroll Administrator is responsible for processing payroll and performing all tasks related to payroll for Atira Women's Resource Society; creating reports and issuing ROEs; handling employee payroll questions, retrieving information for third parties (WCB, Service Canada, ICBC and Lawyers); filing electronic documents; and assisting team members with ad hoc tasks.

About You:

You are a passionate and seasoned payroll compliance practitioner, member of the Canadian Payroll Association, with a minimum of six years of experience as a Payroll administrator. You work in a manner consistent with the Society's mission, vision and values and in accordance with all legal, contractual, statutory and other requirements. Your commitment to developing, improving and documenting payroll policies and procedures makes your application stand out.

You have a Bachelor or Associate's degree and Certified Payroll Professional (CPP) designation. You have a keen understanding of Payroll software, accounting practices and payroll administration. Applicants with the equivalent combination of education and experience will be equally considered.

Skills & Abilities:

- Detail oriented with hands on Payroll experience
- Excellent computer skills, including easier working with Microsoft Office Suite. Experience with Payworks and Sage 300 software is a significant asset.
- Ability to prioritize, multi-task and complete assignments under strict deadlines.
- Superior problem-solving skills and the ability to make tough decisions without agonizing.
- A good sense of humour, strong interpersonal skills and comfortable working in an open environment is essential.

You must be authorized to work in Canada. All positions are subject to a criminal record check.

Resumes from qualified First Nations, Métis and or Inuit women are encouraged, as are resumes from Black women, women of colour, trans women, women who are disabled and women from other equity seeking groups. Fluency in a language(s) other than English is an asset.

Application Process:

Applications should be emailed to jobs@atira.bc.ca **Please quote the Competition Number in your email subject line and provide a cover letter with a current resume describing how you meet or exceed the above-noted qualifications.** Resumes with a Cover Letter unique to Atira are guaranteed a review. Candidates who lack the experience and qualifications set out in the posting may not be considered, although an exceptional cover letter and transferable skills may overcome lack of experience for some positions. **Please go to www.atira.bc.ca/careers for a current list of postings.**