

Posting #25-013CU

Payroll Assistant Financial Services Term, Part-time (One-year Term)

Purpose

Reporting to the Payroll Services Coordinator, the Payroll Assistant supports the accurate and timely processing of payroll for the bi-weekly salary payroll, the bi-weekly hourly payroll and affiliate payrolls, while ensuring compliance with all statutory obligations and requirements.

Responsibilities

Duties include but are not limited to:

- Bi-weekly payroll processing, including data entry of exception earnings for the salary pay, data entry of leave forms, and entering and reconciling timesheets for the hourly pay;
- Reviewing and analyzing Banner data for new and changed student and CUPE contracts prior to payroll processing, including verification of term salary calculations, benefit and deduction set up, and changes to bank account and/or personal information;
- Administrating UNBC Ellucian Workflow for employee leave forms;
- Filing and maintaining all payroll records, forms, and documentation;
- Processing Records of Employment and other required reporting to Service Canada and the Receiver General in accordance with all government regulations and requirements;
- Handling of payroll related inquiries from UNBC employees, Human Resources, and external agencies;
- Processing manual cheques for urgent situations, including calculating pay for disbursements outside of the normal bi-weekly payroll;
- Reconciling General Ledger accounts, Receiver General, vacation, and overtime banks;
- Providing backup support in the absence of the Payroll Officer;
- Assisting other Payroll staff and management as required in regular day-to-day activities or special projects; and
- Providing general office administration including front desk reception.

Qualifications

The successful candidate will possess the following:

- A one-year certificate in Business Administration together with a minimum of two years of current payroll related experience;
- Demonstrated knowledge of the Employment Standards Act and the Canada Revenue Agency rules and regulations, combined with a good working knowledge of basic accounting principles;



- Minimum two years experience in payroll with computerized payroll systems (preferably Banner or comparable relational database) in a unionized workplace is required;
- Proficiency in word processing, spreadsheet and database software (i.e. MS word, Excel, and Access);
- A strong customer service focus, excellent communication and organizational skills; and
- Accuracy and a firm commitment to confidentiality

Preference will be given to candidates who hold the CPA Payroll Compliance Practitioner (PCP) Certification or are working towards this certification. Background in a University environment is an asset.

In addition, the successful candidate is task oriented and works well under the pressure of critical deadlines.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 4. The annual salary range for this position is \$51,287.60 to \$53,398.80 and the normal starting salary will be \$51,287.60, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 9:00am – 1:00pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the



North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-013CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on February 25, 2025.

