



Assiniboine Park Conservancy

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Payroll & Benefits Specialist.

Who we are:

Creating the future vision for one of Winnipeg, Manitoba, Canada's most prized treasures, Assiniboine Park Conservancy (APC) is the not-for-profit organization that oversees Assiniboine Park's operations and ensures its ongoing redevelopment and financial viability. Our team is inspired to create and deliver extraordinary experiences for the people who visit and use the Park and Zoo including building friendly, supportive, effective relationships with stakeholders, community and the general public. We want to be a place where people share the wonders of nature in a way that inspires them to conserve it for the future.

The Role:

We are seeking a Payroll & Benefits Specialist. The Payroll & Benefits Specialist will perform all activities as they relate to all payroll & benefits functions. Reporting to the Manager, Human Resources & Payroll, the incumbent will coordinate, prepare, and submit bi-weekly payroll for all salaried and hourly employees on time and correctly while ensuring adherence to payroll legislation and labour standards. The incumbent will communicate with APC staff to answer any questions and resolve any issues.

The Payroll & Benefits Specialist works in partnership with the Human Resources team as it pertains to HRIS integration (pending) and management reporting. The incumbent will also take on the project lead role for any payroll related projects.

The Payroll & Benefits Specialist administers the APC benefits, pension and group RRSP plans and provides employees with pertinent information regarding plan benefits and acts as a liaison with benefits providers. This role is fundamental in ensuring that APC is able to meet both its pension and benefits requirements and all/any legal obligations, while continuously ensuring accuracy and timeliness of payment remittances and service excellence. The incumbent will actively participate in the budget planning process for Assiniboine Park Conservancy.

Qualifications:

- Certified Employee Benefits Specialist (CEBS).
- Payroll Compliance Certificate and/or Certified Payroll Manager Certification.
- A combination of education and experience may be considered.
- Minimum of 5 years progressive payroll experience.
- Minimum of 3 years' experience in pension and benefits administration.
- Experience processing payroll year end.
- Knowledge of relevant federal and provincial statutes and regulations.
- Experience in interpreting collective agreements from a payroll perspective.
- Demonstrated interpersonal, organizational, analytical and problem solving skills.
- Proven aptitude for detail and accuracy.
- Ability to manage multiple tasks, show independence, adaptability and meet



- deadlines while maintaining accuracy with strong attention to detail.
- Excellent time management and organizational skills
 - Excellent verbal and written communications skills.
 - Demonstrated computer literacy.
 - Ability to contribute in a team environment.
 - An equivalent combination of education and experience may be considered.

What we have to offer:

- Comprehensive Health and Dental Plan
- Participation in APC's group RRSP plan with 6% employer contribution
- Minimum of three (3) weeks paid vacation annually
- Paid sick leave and long term disability plan
- Employee Assistance Plan
- An Inclusive work environment
- Zoo membership
- Free parking
- Park discounts
- Beautiful Park setting

APC is committed to employment equity and encourages applications from women, Indigenous people, underrepresented community members, and persons with disabilities. Accommodations are available upon request during the assessment and selection process.

How to apply:

All interested applicants can submit their résumé and cover letter, stating their wage expectations on our career website:

<https://www.assiniboinepark.ca/careers>

Deadline to apply: July 20, 2022

If selected for an interview, candidates must provide proof of Covid-19 Fully Vaccinated status.

