

CAREER OPPORTUNITY for

Payroll and Benefits Coordinator (Full-time)

Catholic Pastoral Centre, Calgary

OVERVIEW

The Payroll and Benefits Coordinator is responsible for processing payroll, administering employee benefits, and ensuring compliance with labor laws and company policies. This role requires accuracy, confidentiality, and strong organizational skills to support employees with payroll inquiries and benefits enrollment.

RESPONSIBILITIES

Payroll

- Process payroll on a monthly basis
- Perform data entry and reconciling timecards
- Remitting payroll taxes and government reporting
- Preparing monthly, quarterly and year-end payroll statements
- Verify employee hours worked
- Update payroll records for employee changes
- Electronically submit payroll to the bank
- Manage payroll errors and correct issues for employees
- Maintain accuracy of payroll information and/or documentation (e.g. timesheets, leave time, etc.)
- Respond to payroll inquiries from employees in a timely and professional manner
- Prepare reconciliation of account balances (e.g. RRSP, etc.)
- Remain current with new and revised payroll regulations and legislation and work practices
- Ensure compliance with company policies and procedures
- Prepare adhoc reports as required

Benefits

- Assess and coordinate employee and clergy benefits program, including health claims, disability claims, and other health related benefits
- Serve as the main point of contact for employees and clergy regarding benefit inquiries and issue resolution
- Collaborate with the Financial Administrator to ensure accurate and timely communication to all employees and clergy of benefit updates and changes
- Enroll new employees and clergy into the benefits program, including account set up and information sessions

Administrative

- Perform a variety of support tasks to the Financial Administrator and HR Manager including drafting letters, forms, reports, and memos, as well as updating manuals and guidebooks
- Address employee inquiries and provide guidance on Payroll/HR related matters
- Support other Finance/HR projects and initiatives as needed
- Other duties as assigned by the Financial Administrator and HR Manager

QUALIFICATIONS

- Post-secondary education in payroll is an asset
- Minimum 3-5 years of experience in Payroll
- Experience with ADP Workforce Now is an asset
- Knowledge of labor laws, tax regulations, and benefits compliance
- Experience working in a Charity or Not-for-Profit environment is an asset
- Ability to handle confidential information with discretion
- Advanced proficiency with MS Office products

HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Code of Pastoral Conduct & Accountability for Lay Diocesan Employees

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **noon on Tuesday, March 25, 2025**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.