

# **PAYROLL & BENEFITS SPECIALIST JOB POSTING VANCOUVER, BC**

## **About Townline**

Townline is an industry-leading, Vancouver-based real estate developer known for its innovative living solutions, unparalleled attention to detail, and renowned customer care. For over 40 years, every Townline project – from single-family homes and townhomes to concrete high-rise towers, mixed-use communities, and alternative housing solutions – has been defined by purposeful design, meticulous construction, forward-thinking amenities, and an unwavering commitment to enriching the cities and communities we build in.

Townline is deeply involved at each stage of every project, with in-house development, finance, construction, marketing, sales and leasing, and customer care teams. We believe in a person-to-person approach with each of our stakeholders, partners, homeowners, and tenants to ensure we meet the unique needs of neighborhoods and the individuals within them. That's the Townline Way.

Currently we are in need of an experienced and dedicated Payroll & Benefits Specialist, with both Canadian and US experience, to join the team. The ideal candidate is a highly organized individual who is an effective communicator, a successful problem solver who takes pride in providing unparalleled internal and external customer service, and someone who thrives in a collaborative team environment.

Townline offers ample opportunities for growth and development, a competitive compensation package, a comprehensive health benefits program and an on-site gym/wellness center. As well, our office is conveniently located right on the Canada Line at Marine Gateway.

This is an exciting opportunity for someone who is looking to join one of BC's most respected and proven residential and mixed-use developers.

## **Role Description**

Reporting to the Vice President of Human Resources, the Payroll & Benefits Specialist is responsible for processing and maintaining full cycle, bi-weekly Canadian and US payroll, benefits administration, employee data maintenance and assisting with various HR projects.

The duties of the Payroll & Benefits Specialist may include but are not limited to:

- Timely and accurate bi-weekly processing of US and Canadian payrolls (approx. 160 hourly and salaried employees);
- Reviewing time sheets and other pay documents for accuracy and completeness;



- Calculating, deducting, reconciling, and remitting amounts ordered to be withheld through garnishment, third party demand, or support deduction orders;
- Ensuring all wage changes are made accurately and in time for effected pay periods;
- Enrolling and terminating employees on the various benefit plans;
- Processing and reconciling all benefit premium billing statements;
- Reconciling payroll totals and ensuring all deductions for the health benefits plan are made as scheduled;
- Supporting Finance Manager in RRSP administration;
- Preparing correspondence; design and circulate company related memos/notices as needed;
- Creating and distributing relevant weekly, monthly, and quarterly reports;
- Conducting research and developing custom reports as required;
- Acting as the first line of support for payroll and benefits inquiries and providing timely service to both internal and external customers;
- Completing all year-end reporting procedures including performing annual payroll balancing at year-end for T4 preparation;
- Maintaining up to date knowledge of payroll issues, including legislation, rules and regulations from CRA, IRS etc.;
- Maintaining up to date knowledge of benefit plan coverage details and eligibility requirements;
- Conducting regular internal audits;
- Working collaboratively with the Human Resources team on:
  - Administration of new hires and terminations;
  - Preparing, filing and maintaining employee master files;
  - Processing employee status changes;
  - Ensuring accurate processing of sick pay, benefits and vacation payouts;
  - Issuing ROE's;
  - Streamlining the payroll and benefits administration and processes;
  - Enhancing the Townline team culture and employee experience;
  - Other HR projects as assigned.

**Skills and Requirements:**

- 5+ years of full-cycle payroll experience processing both hourly and salaried employees, including prior experience with full-cycle US payroll;
- 3+ years administrating multiple employee health benefits plans, including prior experience with US health benefits plans;
- Experience with RRSP, 401K and FSA administration;
- Payroll Compliance Practitioner (PCP) certification an asset;
- Experience using Deluxe Payroll Canada, ADP US and BambooHR an asset;
- Advanced knowledge of Microsoft Office suite;
- Ability to work with confidential, sensitive information and maintain discretion;
- Demonstrated reputation for acting with a high level of integrity at all times;

- Ability to effectively communicate both verbally and in writing with a broad internal employee base and with external customers;
- Results-oriented with the ability to interpret and effectively manage multiple and competing priorities and time lines;
- Excellent customer service skills with a demonstrated track record of dealing successfully with internal and external customers;
- Strong organization, time management and problem-solving skills;
- Strong attention to detail and analytical skills.

To find out more about us, please check out our website at [townline.ca](http://townline.ca)

**Applications:**

Please apply via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=46&source=aWQ9MTY%3D>

We thank you in advance for applying; however only those short listed will be contacted.