



## **Payroll and Benefits Specialist**

### **The Company**

Located in Vancouver, Cressey Development Group is a leading real estate firm that has evolved into a large size development and property management company that does more than construct buildings. For over 50 years, Cressey has built exceptional properties with a focus on quality craftsmanship rooted in integrity. We craft superior quality homes and create communities in the most desirable locations across British Columbia, Alberta, and Washington. Our projects are united by one simple goal: to be better.

Working at Cressey is no different. We hire exceptional people and nurture and develop them to be their best. We collaborate. Treat each other with respect. Deliver quality work. And at all times, with integrity.

We have built an organization and culture that we are proud to be a part of, and we are proud of our contributions to it.

### **Job Overview**

Reporting to the Human Resources Manager, the Payroll and Benefits Specialist is responsible for timely and accurate processing of the bi-weekly Canadian and US payroll with ADP Workforce Now and maintenance of benefit programs. With limited supervision the incumbent executes the preparation, documentation, and collaboration of payroll and benefits duties.

### **Key Responsibilities**

- Responsible for the preparation and processing of full cycle Canadian and US payroll, including maintenance of employee records, processing of commissions, and preparation of payroll-related accounting information. Ensuring payroll compliance with Canadian and US laws.
- Responsible for administering time & attendance. This includes maintaining accurate employee information, creating reoccurring schedules, and training supervisors and new employees on the system.
- Provide information, advice, and guidance to managers and employees on payroll, benefits, and routine HR-related issues, referring more complex issues to the HR Manager.
- Maintains all personnel, payroll, and benefit files, ensuring data is accurate and up to date across all relevant platforms.
- Oversee the benefits administration process, liaising directly with Pacific Blue Cross, responsible for providing information to employees, addressing inquiries, and resolving issues that arise.
- Responsible for all managing all paperwork, deadlines, employee records including ROE's, and monthly, quarterly, PIER, annual year end balancing, and T4's.
- Oversee all calculations for WCB; ensure all employees are categorized in line WCB regulations amongst the organization's 9 WCB accounts. Reconcile quarterly and annual WCB premiums.
- Responsible for providing information to WorksafeBC for claims.
- Take all incoming inquiries for employment verification, lawyer requests, ICBC earning requests, HRDC & Garnishee demand letters. Prepare employment verification letters as requested.



- Providing comprehensive payroll reports along with balancing sheets for each payroll as well as any ad hoc reports.
- Ensuring all payroll and benefits related invoices are processed in a timely manner.
- Additional duties as required

#### **Skills and Qualifications**

- 2-5 years of full cycle Canadian payroll experience (US payroll experience is an asset but not required)
- PCP Certification with minimal completion of Level 2
- A diploma or Degree relevant to payroll is an asset
- Experience using payroll, time and attendance, and HRIS systems
- Highly Proficient in Microsoft Office (specifically Excel, Outlook, and Word)
- Very organized with the ability to effectively multi-task, time manage, and prioritize tasks based on monthly cycles and multiple deadlines
- Ability to exercise a high level of professionalism and discretion with confidential information
- Solid knowledge of employment and labor standards
- Strong attention to detail with good problem solving and analytical skills
- Excellent communication skills and customer service oriented
- Able to work independently with limited supervision
- Adaptable to change and continuously seek out improvements to existing processes

Cressey Development Group offers competitive wages and benefits, including extend health, vision and dental. If you meet the requirements of the position and are interested, please submit your resume to [hr@cressey.com](mailto:hr@cressey.com). We thank all applicants for their interest, however, only selected qualified individuals will be contacted.