Payroll & Benefits Coordinator

Do you want to work for a company that helps build clean, healthy indoor air environments? BGE is looking for a proactive, detail orientated individual with a helpful personality to work alongside our **Human Resources team** in the role of **Payroll & Benefits Coordinator.** Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Striving For Excellence, and Be the Experts**.

Reporting to the HR Manager, this position will be responsible for preparing, processing, and monitoring payroll in an effective and efficient manner, ensuring employees are paid accurately and on time. This position will also support the administrative aspects of the benefits program, being the first point of contact for benefit inquiries.

The Company:

BGE provides services and products to organizations that care about clean air. Through its focus on strong customer relationships and an integrated service and product offering, BGE delivers industry knowledge and advisory support, enabling organizations to build and maintain clean, healthy indoor air environments.

Responsibilities:

- Process Bi-Weekly Payroll
  - Collect time sheets, verify hours of work and hourly rate
  - Assist with calculation and process approved commissions, bonuses and taxable benefits
  - Process approved one-time entries for payroll
  - Distribute pay statements
  - Proactively following up on outstanding documentation/information, ensure controls are in place for proper documentation
  - Create, update, and maintain employee files
  - Assist with monthly reporting and remittance and year end (T4's)
  - Ensure compliance with current legislation and guidelines across multiple provinces (CRA, Employment Standards and Employment Law) and BGE's philosophy, policies and objectives. Keep up to date on current trends and changes.
  - Track vacation and other time off and send quarterly vacation reports to managers
  - Develop, improve, and keep payroll/benefit policy and procedure documents up to date

- Benefits Coordination
  - Assist with group benefit plan change and communication
  - Enroll and manage employee membership in group benefit plan
  - Coordinate and complete benefit orientations, in person or over a video conference call, with new hires once they are eligible for benefits, explaining their plan to them, ensuring they are comfortable with using the benefit provider app and benefit provider website.

- Process benefits enrolment, terminations, and changes
  - Advise Accounting on payroll adjustments
  - Ensure regular proactive communication is being sent out to employees regarding their benefits to encourage usage, plan and coordinate information sessions
  - Perform monthly benefits reconciliation and reports any discrepancies
  - Facilitate STD/LTD process and maintain contact with employee, assist with the continuation of benefits and preparation for return to work
  - Communicate and administer the group RRSP plan
- Ad hoc reporting
- Assist in expense processing
- Administration of various BGE Engagement initiatives
- Other duties as assigned

Qualifications:

- Minimum 2 years of Payroll experience
- Payroll designation or willingness to obtain designation
- Previous HRIS implementation a strong asset
- Highly organized with very high level of detail orientation and confidential professionalism
- Proactive communication style, ability to persuade and follow up repetitively
- Very strong MS Office, in particular Excel, skills
- Personable and a good listener
- Previous experience working with a diverse workforce
- Desire and willingness to take on additional/new duties as part of long-term personal development, particularly within HR functions
- This position is subject to a criminal record check

What we offer:

- Competitive compensation
- Benefits package and RRSP matching program
- Supportive work environment
- Opportunities for training and development

When submitting your application, please include within your cover letter which one of our core values (Together We Are Better, Striving For Excellence, or Be the Experts) stands out to you the most and why.

Please submit your resume and cover letter to careers@bgecleanair.com and reference the job title and location when you apply.

BGE hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.