

The Roman Catholic Diocese of Nelson
Payroll and Benefits Coordinator
Kelowna, BC

Education: Bachelor Degree or Diploma in Business Administration or Accounting.

Skills: Current knowledge of centralized accounting and payroll principles and systems.

Overview

The Diocese of Nelson, which encompasses the Okanagan and Kootenays of beautiful British Columbia, is recruiting for the position of Payroll and Benefits Coordinator. The office is located in Kelowna at the Catholic Pastoral Centre. The Roman Catholic Diocese of Nelson ministers to approximately 65,000 Catholics through 45 parishes and 7 schools.

The Payroll and Benefits Coordinator is responsible for the administration of payroll and benefit programs for the Diocese of Nelson including all of its parishes and Catholic schools (CISND), in accordance with diocesan policies and current legislation.

Duties and Responsibilities

- Display strong knowledge of payroll compliance, current legislation and general accounting principles and procedures.
- Prepare, verify and process payroll for all clergy and lay employees.
- Coordinate information and prepare documentation for pregnancy, disability and other leaves in accordance with legislation as well as Diocesan and CISND policy.
- Monitor employee benefit eligibility and process enrolments, changes, terminations and claim forms.
- Prepare employment contracts for lay employees of the Diocese and parishes.
- Review CISND contracts and recommend for signature.
- Calculate lay and clergy pension entitlement.
- Ensure the accurate transfer of payroll data from Payworks to QuickBooks.
- Responsible for Canada Revenue Agency year-end filing and annual production of associated documents and information slips.
- Work with the Financial Administrator to update financial, administrative and lay employee policies.
- Report on current benefits, pension, payroll trends and make recommendations to senior management.
- Act as liaison between the Diocese and benefits service providers.

Qualifications

- Bachelor Degree or Diploma in Business Administration, Accounting or related field required.
- 5+ years experience working in payroll, accounting and benefits administration with varied payroll.
- Sound knowledge of payroll principles, CRA regulations, employment standards and labour law.
- Proficient user of payroll programs, Excel, QuickBooks and MS Office software.
- Excellent interpersonal skills.
- Impeccable communication skills (verbal, written, and active listening).
- Strong organizational skills including prioritization, time management.
- Good analytical and problem-solving skills.
- Work well individually as well as part of a team.
- Exceptional attention to detail and high level of accuracy.
- Able to work in a fast-paced busy work environment.
- Reliable and self-motivated.
- Show discretion when dealing with confidential information.

Salary Range: \$53,000 to \$72,000

Interested applicants are invited to submit a résumé and cover letter by **May 10, 2024** to:

Roman Catholic Diocese of Nelson

Attention: Heather Wipfli, Executive Assistant
3665 Benvoulin Road
Kelowna, BC V1W 4M7

Email: executive-CPC@nelsondiocese.org

<https://www.nelsondiocese.org/apps/jobs/>

We reserve the right to shorten or extend the deadline for applications depending on interest. Please apply early to ensure your application will be considered. We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.