



PAYROLL AND BENEFITS SPECIALIST

JOB SUMMARY

We are seeking a detail-oriented and experienced part time payroll and benefits specialist to join our team at Spirit North (www.spiritnorthxc.ca).

Established in 2017, Spirit North is a national charitable organization dedicated to empowering and inspiring Indigenous children and youth through sport and play. Our vision is health, wellness and a brighter future for all Indigenous children and youth. Our methodology is designed to reduce barriers to participation in sport and recreation such as geographical isolation and socio-economic limitations, while incorporating community traditions, values, and beliefs.

We currently offer sport for development programs across six provinces and territories. The successful candidate will play a crucial role in supporting our mission by ensuring accurate and timely processing of payroll, administering employee benefits programs, and maintaining compliance with relevant regulations.

Reporting to the CFO, this position requires strong organizational skills, attention to detail, and the ability to work independently and as part of a team.

Responsibilities:

1. Payroll Processing
 - Calculate and process employee payroll accurately and on time.
 - Verify and reconcile time and attendance records.
 - Address any payroll-related inquiries or discrepancies.
 - Stay updated on personal tax and employment standards, and compliance requirements.
2. Benefits Administration
 - Administer employee benefits programs, including health insurance, retirement plans, and other benefits.
 - Assist employees with benefit-related inquiries and issues.
 - Facilitate open enrollment processes.
 - Collaborate with external providers to ensure seamless benefits administration.
3. Record Maintenance



- Maintain accurate and up-to-date employee records in the timekeeping, payroll and benefits systems.
 - Ensure confidentiality and security of sensitive employee information.
 - Generate reports as needed for management and auditing purposes.
4. Compliance
- Stay informed about changes in employment standards, personal taxation and benefit regulations.
 - Ensure compliance with local, provincial/territorial, and federal laws related to payroll and benefits.
 - Ensure required reports to regulatory agencies are submitted in a timely manner.
5. Communication
- Communicate effectively with employees regarding payroll and benefits matters.
 - Collaborate with HR and finance teams to streamline processes and address issues.

QUALIFICATIONS

1. Education and Experience
- A payroll certification is required.
 - Proven experience in payroll processing and benefits administration.
 - Knowledge of QuickBooks is an asset.
2. Skills
- Proficient in payroll software and MS Office Suite
 - Strong attention to detail and accuracy.
 - Excellent organizational and time-management skills.
 - Effective communication and interpersonal skills.
3. Knowledge
- Understanding of payroll processes, tax regulations and benefits administration.
 - Familiarity with Ceridian is preferred.
4. Availability
- Part time position – 2 days per week.
 - While the head office is in Canmore, this position can be hybrid or remote.

Compensation and Benefits

- \$33-\$40/per hour commensurate with experience.
- Health insurance and benefits package.

HOW TO APPLY: If you are interested in applying for this position, please send your resume and cover letter to info@spiritnorthxc.ca, with "Payroll and Benefits Specialist – your name" in the title.



While we thank all applicants for their interest, only those selected for interviews will be contacted. Spirit North provides equal opportunity to all employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We are a family-friendly organization that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We are a child-centered organization.

Our recruitment and selection process reflect our commitment to the safety and protection of the children in our programs.

This posting will remain open until a successful candidate has been found
Learn more about Spirit North at www.spiritnorthxc.ca.