

## Payroll & Benefits Administrator

Helijet International Inc., 5911 Airport Road South, Richmond, BC V7B 1B5

Posted: **Friday, October 25, 2024**  
Reporting to: **Director, Human Resources**  
Location: **Richmond, British Columbia**  
Schedule: **Monday-Friday, 40 hours/week, in person**  
Salary Range: **\$60,000 - \$80,000 per year depending on experience**  
Closing Date: **Friday, November 8, 2024**

As the Payroll & Benefits Administrator, you will adeptly handle complex payroll discrepancies, resolve employee inquiries, and navigate intricate benefit program challenges. You will manage all facets of the organization's payroll and benefits administration processes ensuring accuracy, compliance, and efficiency. In this role, you will collaborate with internal teams, external vendors, and regulatory authorities to ensure seamless payroll operations, precise reporting, and effective benefits management. This exciting and challenging position will draw on your education and experience as a Payroll Compliance Professional (PCP).

At Helijet, our core values of Safety, Professionalism, Customer Dedication, Mutual Respect & Trust are ingrained throughout our operations and culture. Your commitment to providing exceptional service to employees and maintaining compliance with relevant policies and regulations will be integral to our success.

### In this role you will:

- Prepare and process full-cycle payroll in Avanti software including:
  - Prepare and validate semi-monthly full-cycle Canadian payroll for all employees;
  - Verify employee timesheet data and other pay adjustments;
  - Process new hires, terminations, and employee status changes (e.g., compensation adjustments, leaves of absence);
  - Continuous reconciliation of employee vacation, sick, and personal days and serve as a resource person for all time-related inquiries; and
  - Process adjustments to earnings, deductions, and additional calculations.
- Administer the employee group benefits plan and RRSP/TFSA including processing new enrollments, updates, and terminations as required.
- Complete mid-month, month end and year end reporting requirements, filings, and reconciliations including T4/T4A creation and submission to CRA.
- Provide prompt, friendly customer service to all internal and external stakeholders on payroll related questions and requests.

- Remain current with government legislation to ensure compliance and that legislative changes are implemented in the payroll system.
- Custom programming and configuration of payroll system.
- Create ad hoc reports for Directors, Managers and Supervisors.
- Work with the Director of HR to ensure alignment of pay with corporate policies, practices & procedures.
- Assist in the development/revision of new or current human resource and payroll policies.
- Complete the full cycle of collection of data, entering, and annual reporting on Employment Equity.
- Assist with Pay Equity and committee leadership.
- Perform orientation and onboarding for new hires and co-ordinate and suggest continuous improvement of the on-boarding and off-boarding processes.
- Process Disability and WorkSafeBC paperwork as required.

**To be successful in this role, you will have:**

- Payroll Compliance Professional designation.
- Minimum of three years performing full-cycle payroll experience.
- Proficiency with Microsoft Office suites, including superior Excel skills.
- Knowledge of payroll processes and procedures, benefits, federal employment standards, Canadian Human Rights, labour relations, and taxation regulations.

**Bonus points if you have:**

- Payroll experience utilizing Avanti software.
- Experience implementing and maintaining HRIS and Time and Attendance modules.
- Experience in Payroll or HR with a federally regulated employer

**You'll fit right in if you:**

- Focus on getting things right, down to the last detail.
- Communicate effectively in English, both verbally and in writing.
- Are passionate about providing exceptional customer service.
- Willing to step up and take the lead when needed.
- Create and use new ideas to improve processes or outcomes.
- Have good analytical thinking and organizational skills.
- Are a humble team player and are ready to pitch in wherever you're needed.
- Have excellent judgement and decision-making skills.
- Highly organized with strong multi-tasking and time management skills.
- Act with integrity, and honesty
- Maintain confidentiality with discretion when dealing with sensitive information.
- Can roll with the punches without getting flustered.
- Are willing to seek and provide constructive feedback, as well as a commitment to personal and organizational growth and development.

**We think you'll like working for us because:**

- We value your contribution to our success and provide a competitive salary and an RRSP matching program.
- We care about your health and well-being and offer an employee assistance program, extended health care, dental, and disability benefits, along with emergency travel insurance and paid time off programs.
- We have a great team, and we work hard together toward common goals and with a passion for excellence.
- We have travel privileges with some major airlines and offer family and friends flight privileges on Helijet.

**The non-negotiable stuff:**

- You must be legally entitled to work in Canada
- Due to contractual requirements, you must provide proof of being fully vaccinated for Covid-19 (2 doses)

**About us:**

Helijet, founded in 1986, is a privately owned Canadian aviation services corporation, operating 20 aircraft with approximately 170 team members. The Corporation operates primarily in British Columbia with its head office located in Richmond, British Columbia and has a combination of seasonal and year-round operating bases in 7 additional British Columbia locations. The Corporation's air operations are focused on passenger and goods air transportation, operating various types and sizes of aircraft with numerous operating capabilities allowing the Corporation to offer specialty air services in the scheduled, charter and dedicated air medical fields. In addition, the Corporation, through its wholly owned subsidiary, Pacific Heliport Services Ltd., manages and operates public and private use heliports on the Nanaimo, Vancouver and Victoria City waterfronts. For more information visit [www.helijet.com](http://www.helijet.com)

**Ready for your career to take off?**

You can start your journey by sending an email of a combined PDF or Word cover letter and resume with the

Subject line **Payroll** to [careers@helijet.com](mailto:careers@helijet.com) by Friday, November 8, 2024.

Only those candidates who move on to the initial interview phase will be contacted.

No phone calls please.

*Helijet is an equal opportunity employer*

