



**MENNO PLACE**

**PAYROLL BUSINESS PARTNER**

***Permanent Full-time***

**MONDAY-FRIDAY, 8-4PM**

**SALARY RANGE: \$70,000-\$80,000**

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**Join Our Team: Strategic, Hands-On Role with Impact!**

Are you a proactive thinker with a passion for driving efficiency and ensuring smooth operations? We're looking for someone who can balance strategic insight with tactical execution, taking ownership of the vital responsibility of ensuring our people are paid accurately and on time.

In this dynamic role, you'll collaborate with a diverse team, leveraging your critical thinking skills to advise managers on strategies that reduce costs, create effective contingency plans, and strengthen financial knowledge across the organization. Your contributions will directly impact both internal processes and the broader financial health of our organization.

**Why Work With Us?**

- Health Benefits: Comprehensive health coverage to support you and your family.
- Municipal Pension Plan (MPP): Participate in a secure, employer-supported pension plan for your future.
- Flexible Work Arrangements: Enjoy a work-life balance that works for you.
- Competitive Compensation: Be rewarded with a competitive salary that reflects your skills and experience.
- Ongoing Staff Events: Join a fun and supportive team with regular events to foster a strong, inclusive culture.

**If you're ready to roll up your sleeves and contribute to the growth and success of our organization, we want to hear from you.**

We are seeking a motivated and detail-oriented Payroll Business Partner to join our dedicated team at Menno Place, a dynamic organization committed to providing outstanding Resident and Family Centred Care (RFCC). In this role, you will be responsible for managing payroll services while ensuring compliance with multiple Collective Agreements and Terms and Conditions. Working closely with clinical and allied health teams, your role will play a critical part in safeguarding the wellbeing of both our residents and staff.

As an integral member of the Menno Place team, you will embody the organization's mission, vision, and values, adhering to our established policies and procedures. Your contributions will be vital in fostering a professional, supportive environment where teamwork and collaboration thrive.

Unlike an RRSP that is matched, MPP sets rates for employees and employers individually. At present, Employers pay a larger percentage, but in the early days, Employees paid the higher rate.

## **Key Responsibilities:**

- Administer accurate and timely payroll services while adhering to Menno Place's policies and the terms of relevant Collective Agreements.
- Work collaboratively with clinical and allied health teams to ensure payroll processes align with Resident and Family Centred Care.
- Contribute to a positive and efficient work environment through effective teamwork and communication.
- Use critical thinking to address payroll-related inquiries, resolve discrepancies, and offer insights on financial matters.
- Continuously improve payroll processes, contributing to the overall quality of corporate services.

## **Qualifications**

### **Education, Training and Experience**

- Grade 12 diploma or equivalent
- Accounting or Payroll Certificate from a recognized post-secondary learning institution
- Bachelors degree in accounting preferred
- Current Canadian Payroll Association Certification
- Minimum four (4) years' recent related accounting or finance experience, or equivalent combination of education, training, and experience

### **Skills & Abilities:**

- Strong verbal and written communication skills in English.
- Excellent interpersonal skills, with a demonstrated ability to work effectively with others.
- Proficient in data entry, data management, and financial systems.
- Advanced skills in Microsoft Excel, with the ability to analyze and present data clearly.
- Strong attention to detail and accuracy in all tasks.
- Demonstrated ability to analyze problems, apply critical thinking, and offer root cause analysis.
- Proven ability to organize work efficiently and manage time effectively to meet deadlines.
- Ability to maintain confidentiality and manage sensitive financial data.

## Why Join Us?

- **Work with Purpose:** Make a direct impact on the care of our residents and the wellbeing of our staff.
- **Competitive Compensation:** Enjoy a competitive salary and benefits package.
- **Growth Opportunities:** Be part of a team that encourages professional development and career advancement.
- **Supportive Environment:** Collaborate with a dedicated team in a positive and respectful workplace.

## Health & Safety

- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills and knows the facility fire and disaster plan.

## Asset Criteria

- Second language proficiency.
- Experience working with GoldCare software.

Duties and responsibilities that do not constitute a major change, and aligned with professional competency, may be added, deleted, or changed at the direction of the employer.

*All applicants for this job posting must provide satisfactory proof, or have such proof on file, that they have received COVID-19 vaccination and any required COVID-19 booster vaccination as per current Provincial Health Order(s). This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the Employer shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.*

**In the online application, you will be required to:**

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)