



## Company Overview

Menno Place is BC's first campus of care and one of the largest, offering a comprehensive range of housing and long-term care options for seniors. With over 700 residents, our campus provides a supportive environment where couples can remain together even if their care needs change.

## Summary

We are currently seeking a temporary detail-oriented **Payroll Business Partner** to join us for a 12-month term. The ideal candidate will deliver accurate, timely payroll services for Menno Place. Reporting to the Financial Controller, this role maintains working knowledge of Collective Agreements and terms and conditions, supports leaders and staff with payroll guidance, and helps ensure payroll processes are compliant, consistent, and continuously improving—contributing to a safe and caring community for residents and staff.

## Responsibilities

- Process bi-weekly payroll for hourly and salaried employees, ensuring accurate wages, deductions, accruals, and payouts in alignment with legislation, contracts, and Collective Agreements.
- Set up and maintain employee payroll files; ensure wage-step progression and pay-rate changes are accurate and supported.
- Calculate and reconcile vacation, statutory and benefit-in-lieu entitlements; investigate and resolve discrepancies.
- Audit payroll transactions and perform scheduled compliance checks; correct variances and document outcomes.
- Respond to payroll questions from leaders and staff, providing clear guidance on payroll processes and timelines.
- Prepare and submit remittances and reporting for external agencies (e.g., CRA, WorkSafeBC, Service Canada, Pension Corporation) including year-end requirements.
- Support month-end balancing and reconciliations and provide payroll statistics, analysis, and reporting to managers.
- Contribute to continuous improvement through process documentation, user guides, training, and participation in payroll system/projects as assigned.

## Qualifications

- Grade 12 diploma (or equivalent) and an Accounting Certificate from a recognized post-secondary institution; bachelor's degree in accounting is preferred.
- Canadian Payroll Association certification (current).
- Minimum four (4) years of recent related experience in accounting, payroll, or finance (or an equivalent combination of education and experience).
- Advanced Excel skills and strong accuracy, numeracy, and attention to detail.
- Ability to handle confidential information with discretion and professionalism.
- Strong communication and interpersonal skills, with the ability to explain payroll concepts clearly to internal stakeholders.
- Experience working with computerized financial and accounting systems.

## Asset Criteria

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

**Work Location:** In person

**Pay:** CA\$65,000.00–CA\$80,000.00 per year

**Job Type:** Full-time, temporary (12-month term)

Join our team at Menno Place, where your payroll expertise supports the people who care for our residents every day. If you are passionate about accuracy, service, and continuous improvement, we want to hear from you—apply today to make a meaningful difference.

**We thank all applicants however only those short-listed candidates will be contacted. To explore all job opportunities at Menno Place please visit our website today!**

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