



Assiniboine Park
Conservancy

Payroll, Pension & Benefits Specialist

Winnipeg, Manitoba

About Assiniboine Park

Conservancy:

Founded in 2008, the Assiniboine Park Conservancy is a not-for-profit organization responsible for the operation of Winnipeg's historic Assiniboine Park.

The Assiniboine Park Conservancy (APC) is also responsible for establishing the future vision for the park and Zoo and carrying out this transformation while protecting the Park's cherished character and ensuring its long-term financial viability. APC has a 50-year lease with the City of Winnipeg, which owns the property and assets.

APC is governed by a Board of Directors comprised of community leaders whose affection for Assiniboine Park translates into a deep sense of responsibility to our stakeholders. They provide leadership, valuable guidance, and essential connections to the communities we serve. The Board of Directors includes accomplished and respected leaders in our business, philanthropic, Indigenous, and post-secondary communities as well as representation from the City of Winnipeg.

APC Vision: Assiniboine Park is a place where people share the wonders of nature in a way that inspires them to conserve it for the future.

How to Apply:

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume in confidence to Brittney Frias at bfrias@peoplefirsthr.com. For further information about this career opportunity, please feel free to contact Tara Gousseau at (204) 940-3928

We thank all applicants for their interest; however, only those selected will be contacted.

Assiniboine Park is a place where people share the wonders of nature in a way that inspires them to conserve it for the future. In 2009, the Assiniboine Park Conservancy (APC) unveiled a visionary redevelopment plan that has transformed Assiniboine Park and Zoo. APC will build on these achievements and continue to enhance the Park experience by offering something new, modern, and meaningful to visitors and tourists alike.

To contribute to this vision, APC is seeking a **Payroll, Pension & Benefits Specialist**. Reporting to the Manager of Human Resources & Payroll, the Payroll, Pension & Benefits Specialist will coordinate, prepare, and submit bi-weekly payroll, take on the project lead role for any payroll-related projects, participate in budget planning and administer APC benefits, pension, and group RRSP Plans to employees. They will also act as a liaison with the benefit providers.

As the Payroll, Pension & Benefits Specialist you will:

- Prepare and submit bi-weekly payroll for salaried and hourly employees while also ensuring calculations for pay adjustments, retro payments, and other special payments are timely and accurate.
- Ensure all data reporting and payroll transactions are accurate and timely while adhering to the payroll legislation and labor standards.
- Prepare the year-end processes, annual payroll reconciliation, and calculations for WCB, Revenue Canada, Pension Adjustments/Reversals, and any other source deductions.
- Prepare, process, and file T4'S and T4A's ensuring reconciliation of all earnings and taxable benefits.
- Provide recommendations and advice to employees related to Pension, Benefits, Disability, Retirement, Maternity and Parental Leave, and Dependent coverage.
- Maintain up-to-date knowledge of Pension and Benefits legislation and service offerings to provide recommendations to ensure compliance with such.
- Maintain inventory of relevant Pension and Benefits brochures, pamphlets, and forms for delivery and use by employees.
- Provide ad-hoc and status reports as needed.
- Reconcile payment remittances to ensure accuracy.
- Ensure forms are complete, on file, submitted, and follow up with employees for any secondary information requested by the external agencies.
- Assist in the development and entry of labor budget into the budgeting system.
- Identify, advise, and assist in implementing process improvements to the payroll function and best practices to enhance program deliverables to APC employees while providing cost savings.

You and Your Experience:

- Certified Employee Benefits Specialist (CEBS); and Payroll Compliance Certificate and/or Certified Payroll Manager Certification.
- 3-5 years of experience in progressive payroll and pension & benefits administration.
- Knowledge of relevant federal and provincial statutes and regulations.
- Experience in interpreting collective agreements from a payroll perspective.
- Ability to manage multiple tasks, be adaptable, and meet deadlines while maintaining accuracy with strong attention to detail.
- Demonstrated strong computer literacy.
- Ability to contribute to a team environment.

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