

Payroll and Benefits Administrator

Competition #: 2017-30

The partnership of EFW Radiology owns and operates thirteen community-based clinics providing Diagnostic Imaging, Maternal Fetal Medicine, and Pain Management services. Since its inception, EFW has been actively involved in teaching at graduate and post-graduate levels at the University of Calgary and SAIT. EFW physicians are also involved in a variety of research areas at the University of Calgary. EFW Radiology is a growing organization which performs more than 600,000 imaging studies, interventional procedures, second opinions and consultations annually.

We are currently accepting applications for a **regular full-time Payroll and Benefits Administrator**. Reporting to the Director of Finance, the Payroll and Benefits Administrator is responsible for the accurate and timely processing of a full cycle biweekly payroll (hourly and salaried pay), benefits administration, payroll reconciliations and year-end processing.

Responsibilities:

- Processes hourly and salaried biweekly payroll in a timely manner within required deadlines which will include, but is not limited to:
 - Verifies and maintains payroll related data (e.g. time sheets, source deductions, direct deposits, wage and status changes, etc.) ensuring that all information is accurate and up to date so that funds and earnings are appropriately distributed
 - Manages statutory and non-statutory remittances, such as taxes, garnishments, benefit remittances, ensuring all payments are made in a timely and accurate manner
 - Ensures all payments are made in a timely and accurate manner
 - Reconciles on a monthly basis all payroll related balance sheet accounts and maintain records in compliance with current legal requirements
 - Process, administer and reconcile parking expenses and allowances
 - Sets up new hires;
 - Processes terminations including the production of record of employments;
 - Reconciles and processes T4's and employer summary T4 reports, any other year-end requirements;
 - Maintains detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements;
 - Reconciles on a monthly basis all payroll related balance sheet accounts and maintains records in compliance with current legal requirements;
 - Administers the group benefit plans which will include, but is not limited to:
 - Enrolments, terminations and reconciliations
 - Coordinates employee disability claims including preparing the employers forms for short and long term disability applications, and submit modified work hours to the benefit carrier
 - Processes employee enrolments into the group benefit plan, status changes, and terminations;
 - Sets up employee deduction in the payroll system and reconcile deductions and payment remittance;
 - Manages employee leave entitlements (vacation, sick, personal) ensuring that banks are maintained in accordance with EFW policy;
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- Administers employee leaves, ensuring that appropriate documentation is maintained, and that employee benefit contributions are calculated and remitted as required;
- Coordinates employee disability claims including preparing the employers forms for short and long term disability applications, submitting of modified work hours to the benefit carrier;
- Coordinates the annual Healthcare/Personal Spending Account allocation process;
- Manages and assigns taxable benefits as required;
- Prepares periodic reports related to payroll expense, head count, benefits, payroll accounts;
- Maintains a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance;
- Compiles ad-hoc and regular management reports showing accurate daily/weekly/monthly labor costs and calculations of monthly payroll related account accruals;
- Demonstrates EFW values of Compassion, Trust, and Meaning in the workplace;
- Adheres to all privacy and confidentiality policies and procedures as they relate to EFW, our patients and our employees;
- Undertakes other related duties as assigned.

Qualifications:

- Minimum of 5 years of payroll and benefit experience including experience processing a full cycle payroll including year-end reconciliations and the production of T4s;
- Completion of the Canadian Payroll Association PCP or PCM designation;
- Proficiency in Ceridian Dayforce Payroll and Microsoft Office;
- Good understanding of AB Employment Standards Code and other payroll related legislation including administration of taxable benefits;
- Strong communication and interpersonal skills;
- Exhibits sound judgement and decision making skills in a variety of situations;
- Ability to balance multiple priorities and produce accurate work within prescribed timelines;
- Exceptional organizational skills;
- Attention to detail and follow through on commitments is an essential requirement of this role.

EFW strives to deliver healthcare with compassion, earn the trust of referring physicians, and provide careers with meaning.

If you are interested in the above position, have the required qualifications, are dedicated to quality patient care, and want to be a member of a team of dynamic health care professionals, please forward your application in confidence to efwresume@efwrad.com

www.efwrad.com

We thank all applicants however, only those selected for further consideration will be contacted.