

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Job Title: **Payroll and Benefits Coordinator**

Date: March 22, 2018

Report To: Finance Manager

### **Job Summary:**

The Payroll and Benefits Coordinator is responsible for the administration of the payroll and benefits processing on behalf of Grant Memorial Baptist Church (GMBC) hourly and salary staff as well as providing support to the finance department.

### **Time Requirements:** .50 FTE

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

### **Responsibilities:**

- Provide customer service to employees regarding their pay and benefit queries.
- Process 2 separate payrolls for GMBC salary staff and hourly staff.
- Set up of new employees and processing of employee changes on Payworks.
- Administer the group benefit plan including new hire set up, employee record maintenance, and status changes.
- Processes payment and reconciliation of recurring payroll and benefit accounts and statements Receiver General, WCB remittance.
- Process & reconcile monthly benefit premium statements.
- Maintain employee files, & look after tracking of vacation, sick, bank time, and other employee absences.
- Process all hiring and termination related documentation, including preparation of ROE's.
- Monitor employee's vacation usage, sick hours, and attendance management.
- Payroll year-end reconciliation and T4 processing.
- Performs all other related duties as assigned in a timely manner.

### **Qualifications:**

- Strong attention to detail
- Analytical
- 2-3 years payroll administration
- Experience working with payworks or other payroll products
- 1-2 years in benefit enrollment and administration, reconciliation of benefit statements

**Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

**Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

**Disclaimer:**

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Payroll and Benefits Coordinator' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

**Closing date:** When position filled.