



FP Canada™

*Advancing Professional
Financial Planning*

HR, Payroll and Benefits Administrator

Full time Permanent

Position Overview

Reporting to the Director, Human Resources, you will be responsible for administering payroll for all employees, ensuring compliance with Canadian payroll legislation, coordinating benefits administration and coordinating employee onboarding and offboarding. You will work closely with the Finance team on month-end processes, budgeting and forecasting, and you will support the Director in coordinating various HR programs across the organization.

Key Responsibilities

In this role, you will:

- Prepare the bi-weekly payroll and administer processes and programs relating to payroll. Process and submit statutory and benefits remittances on time. Issue annual T4s.
- Coordinate administration of the group benefits program.
- Coordinate new employee onboarding and offboarding.
- Implement and maintain automated tool to track, reconcile and report on staff vacation and other time off.
- Maintain employee records and liaise with external auditors on HR-related queries, as required.
- Respond to HR-related queries from staff, as required.
- Liaise with the Finance team on payroll and benefits related month-end processes, budgeting and forecasting.
- Support the Director, Human Resources with the co-ordination of HR programs, including the annual objective setting and performance appraisal process, training/professional development plans, talent management, occupational health and safety, and other HR duties as required.
- Support the Director, Operations with facilities management, including liaising with building management as required, coordinating office equipment orders, repairs and maintenance, coordinating cleaning and maintenance services

Required Qualifications

- Minimum of 3 to 5 years of HR and payroll experience in a similar role
- Designated or working toward a designation as a Payroll Compliance Practitioner
- Strong understanding of legislative requirements with the Employment Standards Act
- Experience in the not-for-profit sector is an asset

Competencies

- Proficient in Microsoft Office
- Experience working with payroll software (experience with Ceridian Powerpay is an asset)
- Strong organizational skills
- Ability to multitask and prioritize
- Excellent interpersonal, oral and written communications skills
- Keen attention to detail
- Service oriented mindset
- Maintains respect for and confidentiality of sensitive and personal information
- Takes ownership and initiative to get things done
- Team player with a professional demeanor and positive supportive nature

About FP Canada

A national professional body working in the public interest, **FP Canada**[™] is dedicated to championing better financial wellness for all Canadians by certifying professional financial planners and leading the advancement of professional financial planning in Canada. There are over 20,000 professional financial planners in Canada who have met, and continue to meet, FP Canada's standards.

At a time when society is facing unprecedented technological disruption in all walks of life, as well as the impact of COVID-19 on personal and business finances, Canadians have a greater need than ever for personalized financial planning advice with a human touch.

Working with FP Canada

We're [FP Canada](#), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. Due to the pandemic, you will need to be comfortable working remotely for now. In the fall, we plan to shift to a hybrid-

work model. This is a full-time permanent position working 5 days per week, during core business hours, with some flexibility required.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodation, please inform our Human Resources Department at careers@fpcanada.ca.

How to apply

To apply, please submit your application to careers@fpcanada.ca and note the position title in the subject line. Applications will be accepted until July 30, 2021.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.