



The Penticton and District Society
For Community Living
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THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

Join Our Team at PDSCL!

Penticton and District Society for Community Living (PDSCL) is a dedicated non-profit organization committed to supporting individuals with diverse abilities in Penticton and the surrounding communities. We provide essential services for people with intellectual disabilities, seniors, low-income adults, families, and individuals facing homelessness—helping to create a more inclusive and supportive community.

We are currently seeking a Permanent Full-Time Payroll and Benefits Administrator to join our team. In this role, you will be responsible for producing and analyzing financial data, processing bi-weekly payrolls, and performing bookkeeping duties such as coding, recording, posting, and managing day-to-day transactions. Additionally, you will oversee employee benefits administration, including registrations, updates, terminations, and related reporting. This position reports directly to the Finance Manager.

What We Offer:

- Comprehensive Health & Welfare Benefits (this includes Life Insurance, Accident and Death, Long Term Disability, Short Term Disability, Dental and Supplemental Health – Optical, prescription, doctor visit)
- Municipal Pension Plan contributions (RRSP match by PDSCL)
- Three weeks of vacation accrual per year
- Banked time accrual
- Access to our Society Wellness & Assistance Program

If you're detail-oriented, passionate about financial administration, and eager to contribute to a meaningful organization, we'd love to hear from you!

Apply today and be part of a team that makes a difference.

Detailed Job Description

PDSCL Job Title: Payroll and Benefit Administrator
Job Family: Administration and Finance
Job Classification: Administrative Assistant
Wage Rate: \$28.49 to \$31.61 per hour
Reports To: Finance Manager



JOB SUMMARY

Reporting to the Finance Manager, produces financial data and analyzes financial information and prepares bi-weekly payrolls. Performs bookkeeping duties such as coding, recording, posting and processing day to day transactions. Process accounts receivable and accounts payable. Maintains and processes the registration, updates and termination of Employee Benefits. Produce and prepare benefits reports. Maintains and updates both accounting and benefit records.

KEY DUTIES AND RESPONSIBILITIES

PAYROLL

1. Processes bi-weekly payroll for all employees and service recipients.
2. Ensuring that all payroll changes are made accurately and in time for effected pay periods.
3. Ensuring accurate processing of sick pay and vacations.
4. Reviewing and reconciling bi-weekly payroll for accuracy and completeness.
5. Staying current on payroll regulations, standards and work methods.
6. Compiling all necessary backup and generate reporting as required.
7. Prepare year end reports, including reconciling T-4's and transmitting files to Canada Revenue Agency.
8. Codes source documents such as invoices and receipts to the appropriate credit card reconciliation, pre-payment journals, balance sheet account reconciliation and payroll journals.
9. Responds to inquiries and requests regarding payroll. Follows up to resolve errors and discrepancies in accordance with established procedures.
10. Assists the accountant or financial manager in the preparation of audit and the production of financial statements, various accounting summaries and reports and compiling statistics
11. Files documents such as invoices, cheque requisitions and bills; maintains the filing system in accordance with established guidelines
12. Inputs data from source documents into computerized accounting systems or spreadsheets
13. Processes family care payments, rent rolls in a computerized environment
14. Performs other related duties as required.

BENEFIT

1. Prepare and process benefit registration for all applicable employees.
2. Make Benefits package and send out to Employees through inter-office Mail.
3. Verifying and maintain accurate benefit enrolments and terminations and ensure these changes are logged in both the system and employee's file.
4. Ensure that changes like leave of absences, wage increases and terminations are updated on the benefits platform for employees and are done on a timely basis for cut off periods.
5. Maintain, review and reconcile monthly and bi-weekly benefit reports for accuracy and completeness.
6. Perform other duties as required.



EDUCATION

Minimum Grade 12, plus related post-secondary courses in secretarial training or office procedures.

TRAINING & EXPERIENCE

Two (2) years recent related experience in payroll and/or benefits

Or an equivalent combination of education, training and experience

OTHER JOB REQUIREMENTS

- Satisfactory Criminal Records search.
- Valid CPR/First Aid certificate
- Class 5 Drivers License.
- Keen attention to detail and time management skills
- Skills in Microsoft Excel
- Ability to work cooperatively and effectively with or without supervision.
- Ability to adhere to Code of Ethics.
- Good communication, data collecting, observation and reporting skills.
- Skills in training, planning and organizing.
- Solid philosophical belief in community inclusion.
- Knowledge of fire safety and fire equipment.

You can reach us directly using the information below:

Human Resource Manager – Samantha Bent

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