

JOB POSTING

Job Title:	Payroll & Benefits Assistant	Status:	Full time
Location:	New Westminister	Hourly Rate:	\$29.43
Hours:	40 hours/week	Posting #:	26-FIN - 007
Schedule:	Monday-Friday, 8:30am-5:00pm	Closing Date:	June 22, 2026

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

With a main office located in the unceded, traditional territories of the Coast Salish peoples in what is now called New Westminister, this is a meaningful opportunity to join the Human Resources Department an impactful and highly regarded not-for-profit organization that delivers a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

We are recruiting a Full-Time, Payroll & Benefits Assistant. Reporting to the Payroll & Benefits Supervisor, this position is an integral member of the Finance Services team and provides administrative support for payroll and employee benefits functions. The Payroll & Benefits Assistant supports the efficient delivery of payroll and benefits services through accurate recordkeeping, employee support, payroll administration, benefits coordination, and day-to-day operational assistance. This role serves as a backup resource for payroll and benefits administration and contributes to maintaining compliance with organizational policies and applicable legislation.

KEY RESPONSIBILITIES:

- Assists with payroll processing activities, including collecting, verifying, and entering payroll-related information such as employee changes, timesheets, leave records, and deductions.
- Maintains accurate payroll records and supporting documentation while ensuring confidentiality and compliance with organizational requirements.
- Responds to routine payroll inquiries and escalates complex matters to the Payroll & Benefits Supervisor.
- Assists with the preparation of payroll reports, reconciliations, and supporting documentation as required.
- Provides backup support for payroll processing during absences, vacations, peak workload periods, and special projects.
- Supports employee benefit enrollments, changes, terminations, and ongoing administration.
- Maintains accurate benefits records and documentation, ensuring employee files remain current and complete.
- Communicates with benefit providers regarding routine administrative matters and follows up on documentation requirements.
- Responds to employee inquiries regarding benefits programs and refers complex issues to the Payroll & Benefits Supervisor.
- Assists with benefits renewals, enrollment campaigns, employee communications, and related administrative activities.

- Maintains confidential employee payroll and benefits files in accordance with organizational policies and legislative requirements.
- Supports onboarding and offboarding activities related to payroll and benefits administration.
- Ensures information entered into payroll, HRIS, and benefits systems is accurate, complete, and current.
- Assists with audits, reconciliations, compliance reviews, year-end payroll activities, and reporting requirements.
- Participates in maintaining payroll and benefits procedures, documentation, process improvements, and system updates.
- Provides general administrative support to the Payroll & Benefits Supervisor and Finance Services team.
- During periods of reduced payroll and benefits activity, assists with accounting and finance-related administrative tasks, including data entry, invoice processing, filing, account reconciliations, report preparation, and records management.
- Performs other related duties as required.

QUALIFICATIONS:

- Certificate, diploma, or coursework in Business Administration, Payroll Administration, Accounting, or a related field.
- Minimum one (1) year of recent and related administrative experience, preferably in payroll, benefits, human resources, or finance, or an equivalent combination of education and experience.
- Experience working with payroll software like Dayforce, ADP, UKG or benefits systems is considered an asset.
- Ability to work independently under general direction, including the ability to manage and prioritize daily tasks and meet deadlines.
- Demonstrated ability to handle sensitive and confidential information with discretion and professionalism.
- Strong attention to detail with the ability to process data accurately and efficiently.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Strong administrative skills including knowledge of office procedures and filing systems.
- Excellent interpersonal, verbal, and written communication skills with the ability to respond professionally to employee inquiries.
- Ability to work collaboratively as part of a team and support shared service delivery.
- Demonstrated commitment to accuracy, accountability, and task completion under time constraints.
- Ability to work well under pressure and manage competing deadlines, particularly during payroll processing cycles and benefits renewal periods.
- Experience in a not-for-profit or public sector environment is considered an asset.
- Strong proficiency in Microsoft Office, particularly Excel.
- Ability to learn payroll, benefits, HRIS, and related systems and processes.

MANDATORY JOB REQUIREMENTS:

- Doctor's note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- A valid driver's license with a satisfactory driving record is an asset.

Benefits:

- Opportunities to connect and engage through Society events and activities
- Access to a supportive Employee Assistance Program (EAP)
- Comprehensive extended health and dental coverage including vision care for you and your family
- Paid time-off to support rest, balance, and wellbeing.
- A secure future participation in the Municipal Pension Plan (MPP)

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to [hiring@efry.com](mailto: hiring@efry.com) by no later than June 22, 2026, with the subject line FIN 26-007.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.