



## **Payroll & Benefits Administrator** **Regular Part-Time Position**

**Posting Number: HSA21-19**

The South Okanagan Women in Need Society (SOWINS) is seeking a regular part-time Payroll & Benefits Administrator to join our team at the Administration Office.

### **ABOUT THE ROLE:**

The Payroll & Benefits Administrator is a highly confidential and specialized role responsible for the administration of accounting and payroll systems for SOWINS. Under the direction of the Human Resources Advisor, the Payroll & Benefits Administrator is responsible to process full-cycle payroll, performs periodic and year end activities for accounting, payroll, and benefits administration in a timely and accurate manner. This position exercises considerable independence of judgment within the established guidelines set out by policies and procedures.

**SCHEDULE:** 21 hours per week – working 3 days per week.

**UNION:** This position requires union membership, under Health Sciences Association (HSA).

**WAGE:** \$21.63 – \$25.19 depending on length of service (HSA Grid 10). *Please note this position is currently under review.*

**BENEFITS:** We offer an excellent benefit package! SOWINS covers 100% of extended health plan, dental plan, and life insurance premiums.

**START DATE:** July 26, 2021

### **QUALIFICATIONS:**

Diploma in Accounting or Business Administration or a related field from a recognized post-secondary institution, supplemented by additional courses in benefits administration.

Two (2) years of recent related experience with accounting, payroll and benefits administration; or an equivalent combination of education, training and experience.

The successful candidate may be required to work flexible hours and where required, extended hours to meet operational requirements.

Please note the successful applicant will undergo a Vulnerable Sector Criminal Record Check.

For a full job description please review the Payroll & Benefits Administrator job description.

### **HOW TO APPLY:**

Please submit expressions of interest, including updated Cover Letter and Resume by email to:  
[careers@sowins.com](mailto:careers@sowins.com) *this posting will remain open until filled.*