

**Posting #25-027EM**

## **Processing Coordinator Finance – Payroll Services Regular, Full-time**

### **Purpose**

Reporting to the Payroll Services Coordinator, the Processing Coordinator (PC) is an important member of a collaborative team that supports the administration of employment contracts and payroll operations. The PC will support the Payroll department strategies, workflows, and initiatives. The PC will complete data entry in an accurate and timely manner by fully understanding systems that support the full cycle of recruitment, as well as the guidelines, policies, and payroll procedures for employee compensation administration.

### **Responsibilities**

Duties include but are not limited to:

- Administrating employee set-up in the Human Resources Information System (HRIS) ensuring accurate and timely data entry of all new employment contracts as well as contract extensions, renewals, and changes;
- Entering, reviewing, and analyzing data entered in the HRIS for new and changed employee information prior to payroll processing; including but not limited to verification of term calculations, benefit and deduction set up, and changes to bank account and/or personal information;
- Ensuring accuracy and compliance with provincial and federal legislations and regulations including the Employment Standards Act, Canada Revenue Agency, Service Canada, and Canadian immigration regulations and standards;
- Supporting the development and revision of compensation structures, policies, and collective agreement language;
- Interpreting and ensuring the commitments laid out in collective agreements and UNBC policy documents are applied accurately;
- Supporting employees and leadership by providing employee compensation related information, addressing employee concerns, and functioning as a liaison;
- Assisting managers and employees with leave administration and balances;
- Ensuring best practices are identified and followed by utilizing proactive problem solving to improve service delivery;
- Ensuring proficiency, efficiency, and streamlined processing is developed and maintained to maximize the effectiveness of the HRIS;
- Providing exemplary client services in a timely and respectful manner;
- Understanding and applying the core principles of the University, and best practices of payroll and Human Resources administration in daily decision-making;
- Coordinating with the Human Resources Department to ensure effective onboarding of new staff; and
- Managing data clean-up and integrity.

## Qualifications and Experience

The successful candidate will possess a certificate in Business Administration or equivalent, along with 2+ years of experience in Payroll and/or Human Resources administration. Certification with the National Payroll Institute and/or a CPHR (or CPHR Candidate) designation is an asset. Experience with an HRIS or Payroll system (e.g., Banner or comparable relational database) is required, while a background in a post-secondary and/or unionized environment is an asset. An equivalent combination of education and experience may be considered.

The candidate must be able to prioritize workload in a fast-paced, sometimes challenging, workplace and operate effectively under the pressure of critical deadlines and constant interruption. Maintaining accuracy, consistency, and integrity of all data and a firm commitment to confidentiality is essential. A strong customer service focus is required to respond to the demands of this position.

Proficiency in word processing, spreadsheet, and database software (i.e., MS Word and Excel) is a requirement for success in this position. The position requires excellent listening, exceptional interpersonal skills, and a commitment to learning.

## Required Core Competencies

- Highly organized with the ability to multitask and meet tight deadlines;
- Capable of working independently as well as collaboratively within a dynamic team environment;
- Attention to detail, strong numeracy, and information management skills;
- Critical thinking and problem solving;
- Ability to interpret, adapt, and apply guidelines and procedures for multiple employee groups;
- Knowledge of compensation administration principles and procedures;
- Strong organizational and time management skills;
- Results orientated with a desire to be effective and efficient in your work;
- Excellent verbal and written communication skills;
- Cultural awareness; and
- Understanding of University structures.

## Salary

The starting salary will be determined by consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$55,500 to \$59,500.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow

and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number **#25-027EM** in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9



Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

