

**Vacancy posting - Competition #2024-07-09-TCS
Total Compensation Specialist
Excluded from Union Membership**

The **Inter-Cultural Association of Greater Victoria** (ICA) is an award-winning settlement agency that has contributed to Greater Victoria's vibrant community for over fifty years. ICA's services range from guiding immigrant entrepreneurs as they create small businesses to supporting vulnerable newcomers to become confident, contributing members of our community. In partnership with more than 500 community partners and generous donors and volunteers, ICA serves as a helping hand, a listening ear, and a tireless advocate for immigrants and refugees.

The full-time **Total Compensation Specialist** will work in close collaboration with the Managers of People and Culture for the planning, development, implementation and administration of payroll, health and welfare benefits, and total compensation practices as well as the carrying-out of HR best practices. This position works in partnership with the Managers of People and Culture, the management team, and all employees, to foster a positive and collaborative workplace that supports the achievement of Human Resources strategic goals and objectives, including but not limited to payroll, benefits, employment contract management, time and attendance, total compensation onboarding, and workplace culture. This role serves all individuals, including BIPOC, LGBTQ2+, Indigenous, and those with diverse abilities, and promotes the representation and participation of diversity, equity, and inclusion standards. Reports to the Managers of People and Culture.

What you Will be Doing:

- Prepare bi-weekly payroll, monitor, and process payroll for both unionized and exempt employees (PayWorks).
- Maintain and update employee information and accurate payroll records.
- Address and resolve inquiries regarding payroll and payroll reporting.
- Prepare T4's for year-end processing and makes any necessary adjustment for accurate reporting to CRA.
- Administer WorkSafe BC claims; prepares and submits quarterly reports and year-end assessment to WorkSafe BC.
- Development of total rewards programs.
- Manage group benefit administration for all benefit plans and Municipal Pension Plan including disability management.
- Apply Collective Agreement related to regarding payroll and benefits.
- Participate in HR planning, including succession needs.
- Contribute to creating awareness of anti-oppressive/social justice issues.

What you will bring to the role:

- Degree or diploma in payroll and benefits processing, business administration, or combination of education, training, and experience in a related field.
- Strong experience (three years minimum) in accounting, payroll/benefit administration, and accounting/payroll software, preferably QuickBooks.
- Labour relations skills and experience within a unionized environment.
- Knowledge of the Employment Standards Act and applicable legislation.
- Knowledge of business administration, human resources operations, and management practices and processes.

Additional assets we value:

- Multilingualism.
- Indigenous cultural competencies or lived experience with Indigenous communities welcomed.
- Experience working within social services or with a not-for-profit.
- Labour relations skills and experience within a unionized environment.
- Knowledge of business administration and management practices and processes.
- Experience in accounting and using accounting software including QuickBooks.

What we will provide in return:

- A purpose-driven organization where innovation and ideas are valued — everyone has a voice at every level of the organization.
- The opportunity to use your unique knowledge and skills for purposeful work that will make a positive impact on people's lives and our community.
- A passionate and diverse team to work with and learn from with a professional development fund to support your growth. We speak 38+ languages at ICA!
- An inclusive workplace that welcomes all perspectives and is dedicated to do their part in true and lasting reconciliation with Indigenous communities.
- A strong benefits package (for positions that meet the 20+ hours/week requirement).

Compensation and Hours: The starting salary for this position is \$30.94 per hour, working 35 hours per week and is exempt from union membership. ICA offers a competitive total package with benefits, pension plans, vacation days and other types of time-offs.

Location: #102-808 Douglas Street, Victoria, BC

If you don't possess all the experience listed above but are enthusiastic about what we do, please do not hesitate to apply as we may have another opportunity more suitable to your skillset! Due to the volume of applications only shortlisted applicants will be contacted.

Application Information: Please apply with your **resume and cover letter (in pdf. format)**, noting relevant qualifications and experience to the Manager of People and Culture, via email to careers@icavictoria.org. Please quote **Competition #2024-07-09-TCS** in the subject line. For a full job description, please contact careers@icavictoria.org.

This position will remain **open until filled** but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you!

ICA strives to create a team that is as diverse as the clients we serve and strongly encourages people who identify as Black, Indigenous and/or People of Colour, from the LGBTQ2+ community, and those with diverse abilities to apply. If you require accommodation in the recruitment process or have questions, please let us know by contacting us at careers@icavictoria.org.

We acknowledge the Coast Salish Peoples on whose territories we do our work to support immigrants and refugees. We are grateful to work and live here, and we honour the Nations who have always cared for these lands, waters and air and continue to do so today.