



## Vibrant Health Products | Job Posting

# PAYROLL AND BENEFITS ADMINISTRATOR

Are you excited by the idea of bringing healthy and delicious food to customers and consumers? Do you want to enhance your learning by working in a high paced and dynamic environment and join a team committed to bringing our great tasting products to consumers across North America? Then you may be the person we are looking for!

Vibrant Health Products, manufacturer, and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods is looking for an enthusiastic and energetic Payroll and Benefits Administrator to join our growing team.

Reporting to the Accounting Manager, the Director of Finance in the interim, the Payroll and Benefits Administrator is responsible for the administration of payroll and benefits to all Vibrant Health Products employees in Canada and the United States.

### KEY RESPONSIBILITIES

- Ensure hours submitted via electronic timesheet match the schedule. Follow-up with any discrepancies and ensure correct time is submitted;
- Prepare and remit bi-weekly payroll, which includes both hourly and salaried staff;
- Prepare all payroll advices and distribute electronic and hard copies appropriately;
- Prepare and issue year end T-4's to employees and the Receiver General;
- Reconcile and maintain all filings related to payroll including, WorkSafeBC, MSP and Group Benefits;
- Compile and process necessary payroll data for new hires, terminations, ROE's, rate changes, and miscellaneous deductions to generate payrolls;
- Calculate and record employee taxable benefits as appropriate;
- Process any payroll related journal entries;
- Prepare month end labour accrual journal entries;
- Calculate, reconcile and prepare annual vacation entitlement for all hourly employees;
- Reconcile hourly employee reimbursements and deductions;
- Payroll implementation of Ceridian Dayforce;
- Reconcile payroll clearing account.

### EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- 3+ years' experience working in an accounting environment and/or related experience
- Experience with both Canadian and US payroll is required
- Experience with third-party payroll software, such as Ceridian Dayforce is an asset
- Microsoft Great Plains experience an asset
- Payroll Compliance Practitioner (PCP) designation would be an asset
- Ability to deal professionally, courteously and confidentially with staff and external organizations
- Excellent interpersonal and communication skills, both oral and written
- Basic to Intermediate knowledge of Microsoft Excel
- Able to prioritize and manage tasks and ensure all deadlines are met



This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to [careers@vibranthealthproducts.com](mailto:careers@vibranthealthproducts.com) stating **Payroll and Benefits Administrator** in the subject line before the posting close date of **November 27, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to [careers@vibranthealthproducts.com](mailto:careers@vibranthealthproducts.com) | CLOSING DATE: **November 27, 2017**