

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, Payroll and Benefits

ISANS is seeking a full-time **Coordinator, Payroll and Benefits** responsible for processing ISANS payroll and benefits program and communicating information to staff as needed. Ensuring accurate and timely financial information is available. Reporting to the Director of People & Culture, this position will be responsible for:

Payroll

- Maintaining up-to-date staff information within payroll software and HIRS system
- Collecting, processing, and analyzing the accuracy of the employee time sheets and substitute forms by submission date
- Responding to payroll related questions from staff, elevating to Director as needed
- Actively participate in payroll system implementation projects, including requirements gathering, testing, and go-live activities
- Assisting with voluntary and involuntary deductions in the payroll software system (i.e., over time, paid time off, calculating retroactive pay required, and processing any adjustments ...)
- Maintaining confidentiality of employees' information
- Ensuring all payroll transactions are processed accurately with no discrepancies and within deadline.
- Assisting with payroll year-end reports and processing tax related duties (i.e., ensuring all staff and Sub-contractors receive T4 and/or T4A) in a timely manner
- Maintaining up-to-date records of employees' annual leave and providing advice on balances and accruals.
- Support in submitting semi-monthly payroll to payroll system.
- Providing Payroll Reports to direct supervisor and the P&C Director
- Providing orientation and training to staff on Rippling, timesheets, and payroll and benefits options and processes
- Populating and reporting on OT accrual and paid time off.
- Reporting on staffing changes monthly (Payroll Note)
- Calculating Garnishment in accordance with standard received from the court.

Benefits

- Processing benefits via Payroll software in an accurate and timely manner
- Responding to benefits questions from staff, elevating to Direct supervisor as needed
- Arranging annual RRSP education sessions & benefit education sessions for staff
- Maintaining and updating RRSP, group health, dental, accident and serious illness insurance information, and life insurance, liaising with the service providers as needed, and submitting information within Payroll system
- Providing benefit costings reports
- Ensuring accurate and timely completion of benefit changes form.
- Reconciling monthly Group benefits bill with Rippling deductions
- Administering employee life events (new hires, terminations, leave of absence, dependents, marital status changes) and updating benefits records accordingly.
- Reviewing monthly carrier invoices for accuracy and reconciling discrepancies.
- Ensuring accurate and timely completion of benefit form, claim documentation, and enrollment changes.

General Responsibilities:

- Special projects to enhance People & Culture team operations
- Providing information as required for internal/external reports and proposals
- Reviewing and adhering to ISANS workplace policies and procedures
- Ongoing implementation data preparation, testing, and roll-out across the organization

- Liaise with Finance to process all cheque payments received from employees (e.g. cheques for group benefit payments)
- Additional duties as assigned by the Payroll Lead or P&C Director
- Participating in cross-functional meetings as a subject matter expert for payroll and benefits

The ideal candidate for this position will have the following:

Education:

- University degree or college diploma in Accounting or Payroll and Benefits
- Canadian Payroll qualification (PCP or CPM) preferred

Experience:

- 2+ years' experience in a similar position coordinating and processing all aspects of payroll and benefits
- Hands-on involvement in at least one end-to-end payroll system implementation including data migration and testing is required
- Advanced working experience with Microsoft Office Excel is required
- Handling sensitive personal and confidential information required
- Experience using payroll systems and benefits portal
- Strong analytical, data entry, and problem-solving skills
- Working in a diverse, cross-cultural, inclusive environment preferred

Knowledge:

- Working knowledge of payroll and labour legislation as well as best practices
- Knowledge of payroll software/applications required
- Knowledge of generally accepted accounting principles is an asset

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Indefinite-term contract
- Full-time 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements and prioritizing ISANS mission to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Thursday January 29, 2026.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.