



Job Posting: Payroll & Benefits Coordinator Full-Time (Permanent)

Posting Closes: Tuesday, November 10th

ABOUT WISH

Based in Vancouver's Downtown Eastside, WISH is the largest sex worker support organization in Canada. For more than thirty-five years, WISH has offered a safe place of respite for women involved in street-based sex work. The women who access WISH services and programs are made most vulnerable due to extreme poverty, homelessness, social exclusion, violence, racism, discrimination, and the relentless effects of current and past trauma. WISH Drop-in Centre Society is an organization and space for women (cis and trans) and people of marginalized genders, including Two-Spirit, trans, and non-binary.

For more information about WISH and our programs and services, visit our website: <https://wish-vancouver.net/>

JOB SUMMARY

You will have the chance to be part of a dedicated group who strive every day to make WISH a better place for all of our participants and staff members. Over the past year, WISH has embarked on considerable growth in response to the needs of street-based sex workers. **WISH operates with more than 200 staff, 100+ volunteers and a growing number of programs and services.**

Reporting to the Finance Manager and working closely with the Human Resources Manager, the **Payroll & Benefits Coordinator** has extensive experience and understands the complexities arising out of processing payroll for a **mix of unionized and non-unionized employees in a non-profit organization.**

WISH is a full member of Community Social Services Employers' Association (CSSEA) and, as such, are governed by the General Services Collective Agreement as it relates to its unionized employees (represented by CUPE, Local 1936).

Women with lived expertise in sex work, Indigenous women, Black women, women of colour, trans women, and members of other equity-seeking groups, are particularly encouraged to apply.

Please submit a **COVER LETTER** and **RESUME** to the **WISH Human Resources Manager**
hr@wishdropincentre.org

Our offices are wheelchair accessible, and people of diverse abilities are encouraged to apply. Please tell us if you require reasonable accommodation to apply or perform the job.

PRIMARY RESPONSIBILITIES

Payroll & Human Resources

- Ensures accuracy in preparing and processing bi-weekly payroll.
- Maintains the integrity of the payroll database and compliance through monitoring, established procedures and internal controls.
- Inputs and retrieves data, including those related to new employees, changes in employee status, hours worked, etc.
- Onboards new employees, including offer preparation, conducting orientation sessions, setting new employees up in the payroll system, benefits registration, etc.
- Responsible for consistently reconciling payroll and updating staff and seniority lists.
- Maintains a strong understanding of the Collective Agreement & the BC ESA (Employment Standards Act) and consults the HR Manager for the interpretation of the clauses.
- Assists members of Administrative team with various reports and requests related to employee metrics and data.
- Works collaboratively with other programs, and participates in developing reports for use by Managers/Supervisors.
- Readily available to staff as a trusted source of information in all areas of payroll and benefits.
- Performs other payroll duties, as required.

Benefits and Claims

- Process changes to benefits coverages, including new enrollments, coverage changes and terminations, both in benefit carrier's system.
- Responsible for ensuring staff eligibility and enrollment in the benefits plan.
- Provides an overview of the benefits plan and responds to any staff inquiries.
- Manages Long term Disability Claims process with the HR Manager, including engaging directly with staff who apply and following up on on-going claims.

QUALIFICATIONS AND REQUIREMENTS

- Minimum 3-5 years of payroll processing experience, preferably in a unionized environment.
- Demonstrated knowledge and experience in the administration of payroll & benefits, knowledge of working in a labour relations/union environment from an HR perspective.
- Strong working knowledge and experience with Ceridian PowerPay payroll system considered a significant asset.
- Excellent computer skills and experience with Microsoft Office Suite (Office 365, Slack, SharePoint, Outlook, MS Word and Excel).
- Excellent verbal and written communication skills with exceptional attention to details.
- Current knowledge of British Columbia Employment Standards.
- Proven diplomacy, tact, empathy and understanding of sensitive/confidential HR issues.
- Highly flexible, good tolerance for ambiguity and time-driven deadlines and able to quickly adapt to changing priorities.
- Alignment with the WISH mission, vision, and core values
- A strong feminist analysis that centers sex workers
- A strong feminist analysis of violence against women with an understanding of power and its intersection with gender, race, culture, class, ability, religion, sexual orientation, ethnicity, and age
- Significant understanding and knowledge of systemic barriers and oppression rooted in colonization, racism, transphobia, classism, misogyny, moralism, ableism and how they impact sex workers

COMPENSATION & WORK ENVIRONMENT

- This is a non-unionized, full-time position.
- Compensation range is \$52,520.00-\$59,092.80/annual, commensurate with experience and ability.
- WISH offers a generous and comprehensive package; health and welfare benefits plan entirely paid by WISH, 3 weeks of vacation after the 1st year, 12 health & wellness days paid every year, flexible work arrangements and paid meal break.
- We recognize 14 paid statutory holidays during the year, including National Indigenous Peoples Day.
- We offer a welcoming, team-based office culture in a location that is close to transit.