



JOB POSTING

Position: Payroll & Human Resources Administrator

Competition No. 2024-02

Annual Salary Range: \$83,000 - \$95,000 (depending on experience)

Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ has been rated one of the top ten most-loved airports in the world by CNN Travel and has been named one of BC's Top Employers annually since 2020. Winner of the best regional airport in North America award by Airports Council International in 2012, 2014 and 2020, YYJ provides a safe, secure, sustainable, and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world. Victoria Airport Authority has managed the operations at YYJ on behalf of the surrounding communities since April 1, 1997.

Position Overview

The Payroll and HR Administrator works as an important member of our small, cohesive team to provide HR and Payroll services and oversight to the Victoria Airport Authority. Our team is very busy, supportive and fun and we can guarantee that you will not be bored. This role requires a Payroll and HR Administrator with advanced skills and several years of experience. Opportunities for learning and development are available and we provide very competitive pay and a generous benefits package, including a defined benefit pension plan.

Culture is really important to us at VAA and we strive to attract bright, friendly, enthusiastic team members with a balance of accountability, flexibility and collaboration to help us deliver the level of customer service we aspire to. This position reports to the Manager, Human Resources. It is a full-time position (M-F, 37.5 hours/week) with an occasional requirement to work outside a normal work schedule to meet operational requirements.

The Payroll and HR Administrator is relied upon to provide timely, expert advice and recommendations regarding all aspects of human resources, payroll and benefits administration services. The Administrator works independently to manage and process payroll transactions, liaise with the third-party payroll service provider and to ensure payroll transactions are timely, accurate, complete and comply with corporate standards, collective agreements and regulatory requirements.

The Administrator also provides payroll financial accounting services, including transaction processing and reconciliations, and prepares salary and benefits projections to assist with financial budgeting. The Administrator supports recruitment activities including screening, interviewing, and completing reference checks. They also administer new and existing HR systems, including the Learning Management System (LMS), the Applicant Tracking System (ATS) and KUDOS (VAA's internal employee rewards program) and PerformYard (VAA's internal employee performance management software). The Administrator also fulfils a key lead role supporting HR and corporate administration operations, processes and services including new employee onboarding, collective bargaining, updating job descriptions and contributing to the research, development and implementation of human resources plans, policies, projects, initiatives and events.

Education & Experience

Education:

- Education or training in accounting and payroll administration and a minimum of five years of recent, related experience* OR
- A minimum of six years of recent (within the last seven years) related experience*

***Recent, related experience must include:**

- Independently providing payroll administration and payroll-related financial accounting services to an organization of similar size and complexity, and
- Providing human resource-related advice and interpretations in a unionized environment, and
- Using Microsoft Programs, particularly Excel at an advanced level of proficiency.

Preference will be given to candidates with:

- Current certification as a Payroll Compliance Professional or Payroll Leadership Professional with the National Payroll Institute or equivalent professional payroll certification provider.
- Registration or completion of the Chartered Professional in Human Resources (CPHR) designation.

Applications:

Interested applicants may submit their Cover Letter and Resume quoting Competition #2024-02 by 4:00 p.m., Wednesday, May 22nd, 2024.

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process. An eligibility list to fill future vacancies may be created.

For a detailed job description please visit VAA's website www.victoriaairport.com/careers.

VAA values inclusion and accessibility and is committed to providing reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact humanresources@victoriaairport.com.

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.