



Explore A Career At Mosaic

Operating for over a century on Vancouver Island and coastal BC, Mosaic Forest Management is Canada's largest private timberland producer. We take pride in our land base and have a long-term view of managing our trees and the eco-systems in which they grow.

The Opportunity

Mosaic is seeking a **Payroll and Benefits Administrator** to work out of our Nanaimo, BC office.

The Role

Reporting to the Transaction Services Accountant, the **Payroll and Benefits Administrator** will oversee a range of financial and payroll tasks related to our salaried and hourly workforce.

Specific Responsibilities include but are not limited to:

- > Administer and process bi-weekly payroll and benefits for salary, hourly and temporary employees;
- > Process pay adjustments, retroactive and vacation calculations and payments accordingly;
- > Oversee the benefits administration process;
- > Respond to employee and retiree inquiries regarding payroll and benefits information;
- > Responsible for updating employee information such as address, title, earnings, dependant information;
- > Responsible for annual year end T4 process; and
- > Collaborate with payroll team on the automation and streamlined reporting of payroll and benefit activities.

Required Skills and Experience

- > Minimum 5 + years experience processing multi-company payrolls and full cycle payroll process including annual T4's;
- > Advanced Microsoft Excel, Word and Outlook experience;
- > Strong attention to detail and analytical ability;
- > Strong interpersonal, verbal and written communication skills;
- > Extensive knowledge of payroll standards and labor code terminology;
- > Payroll proficiency in UKG, Ceridian, AX, and/or other payroll systems;
- > Completion of CPA payroll courses is preferred but not required; and
- > Cost Accounting or Management Accounting Experience is preferred but not required

What You Get

At Mosaic, we are proud of our highly collaborative, respectful, and innovative work environment. Our employees are empowered with high levels of role autonomy and the ability to make decisions and lead change.

Our pay-for-performance compensation philosophy is a key driver of our culture and includes competitive compensation and benefits, a bonus based on individual and company performance, a company-funded defined contribution pension plan, paid vacation, a health and fitness reimbursement program, and a variety of other benefits and perks.

To Apply

Visit mosaicforests.com/careers and click on the **Job Opportunities** to apply.

Deadline to apply is October 4, 2022.

Mosaic Forest Management is an inclusive workplace. If you require accommodation, at any point during the recruitment process, please email careers@mosaicforests.com.

About Mosaic Forest Management

Mosaic Forest Management Corporation is in the business of sustainable forest stewardship, managing private timberlands and Crown forest tenures in Coastal British Columbia for more than a century.

Mosaic employs several thousand people directly and indirectly, and is committed to achieving positive economic, social and sustainability outcomes from the working forest.

The Mosaic land base spans across beautiful Vancouver Island. Beyond generating strong economic returns, we manage our private forest lands to protect the cultural values of our Indigenous partners, provide sustainable forest stewardship and environmental services, and offer a variety of recreational opportunities, scholarships, and donations to our neighbouring communities.

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Mosaic Forest Management and COVID 19

Mosaic Forest Management is committed to taking every reasonable precaution to provide a safe work environment to protect the health and safety of its employees, contractors and other applicable third parties from the risks of COVID-19.

In keeping with this commitment all Employees must be Fully Vaccinated *and* must provide sufficient proof of COVID-19 vaccination to Mosaic (e.g., vaccination/immunization cards or records or their BC Vaccination Card).

If employees are unable to be fully vaccinated due to a medical or other reason protected by the B.C Human Rights Code, they may be eligible to request an accommodation.

For more information, visit MosaicForests.com.