



## **Salary and Benefits Administrator**

Human Resources  
Full-time Regular  
Brandon, MB  
Comp #: 77 - 25/26  
Salary: \$56,739 – \$67,333 (*effective Jun 13, 2026*)  
Classification: Clerk 5

### **About Assiniboine:**

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

### **Position Overview:**

Salary & Benefits Administrators are essential to the College, making sure employees are paid correctly and on schedule while keeping precise records and audit logs. They handle, check, balance, and document every payroll transaction, as well as manage benefit plans. Their work follows relevant laws, collective agreements, benefit plan rules, and human resource and payroll policies and procedures.

### **Key Responsibilities: Payroll and Benefit Administration**

- ▶ Manage payroll for all employee types and contracts at the college.
- ▶ Execute payroll transactions, including regular, overtime, vacation, holiday pay, premiums, severance, and leaves; ensure accuracy.
- ▶ Set up new employees in the payroll system with entitlements, benefits, tax codes, and banking; confirm HR data.
- ▶ Process retroactive salary adjustments, reclassifications, promotions, increments, and insurance or tax overrides.
- ▶ Conduct bi-weekly audits and make corrections as needed.
- ▶ Complete calendar and fiscal year-end processing.
- ▶ Enroll employees in benefit plans and verify accurate deductions/premiums.
- ▶ Address employee and agency inquiries about pay and benefits.
- ▶ Liaise with external agencies and internal finance as required.
- ▶ Communicate with managers to ensure payroll legislation, policy and collective agreement compliance.
- ▶ Support payroll and HRIS systems (Ellucian Colleague), including testing updates, troubleshooting system issues, and year-end processing.

### **Qualifications:**

- ▶ Relevant education, preferably with training in payroll administration; PCP designation an asset.
- ▶ Payroll experience in a fast-paced, demanding environment.
- ▶ Experience with computerized payroll systems, HRIS, including testing, troubleshooting, and system-supported payroll processing.

- ▶ Ability to prioritize and manage complex payroll tasks accurately within overlapping deadlines.
- ▶ Ability to work independently and ensure accuracy and timeliness.
- ▶ Knowledge of federal and provincial payroll legislation/regulations.
- ▶ Experience applying HR/payroll policies, procedures, and collective agreements.
- ▶ Demonstrates initiative, attention to detail, and strong organizational, time-management, record-keeping, problem-solving, and follow-up skills.
- ▶ Excellent oral/written communication, interpersonal, and customer service skills.
- ▶ Strong understanding of payroll/accounting practices and proficiency with relevant software.
- ▶ Proven ability to maintain confidentiality.

*This competition will remain open until the position is filled.*

***Discover full details about the position in the attached Job Description.***

## **Why Join Us?**

### **Working Together:**

Be part of a collaborative and inclusive workplace that values teamwork and strong employee relations. Together, we paddle in the same direction toward our shared mission.

### **Growing Together:**

We invest in our people. Through succession planning, forward-looking recruitment, and supportive development programs, we dedicate 4% of payroll to staff professional development.

### **Forward Together:**

As we navigate rapid technological change, we prioritize resilience, wellness, and adaptability. We support our faculty and staff to grow as leaders – strengthening both our college and the communities we serve across Manitoba.

## **Our Principles for Continued Success:**

### **Creativity**

We foster an environment that supports and unleashes the creativity of our faculty and staff.

### **Collaboration**

Teamwork, purposeful connections, and community building are critical to achieving our collective potential.

### **Courage**

Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba.



**PEOPLE MAKE IT HAPPEN.**

**Commitment to Diversity:**

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

**How to Apply:**

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204.725.8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.