



Opportunity Profile

PAYROLL & BENEFITS MANAGER

POWER TO CHANGE

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Power to Change is looking for a Payroll & Benefits Manager with an eye for detail, a passion for numbers, and a drive to see things done right.

This role is pivotal within Power to Change. You will be responsible for meticulously managing payroll and benefits for our extensive team of over 450 staff across Canada and internationally. Drawing upon your passion for numbers, adept problem-solving skills, and a deep understanding of payroll intricacies, you will provide essential support to our frontline staff as they spread the Gospel message across Canada and beyond.

As Payroll & Benefits Manager, you will work closely with the HR Director, HR Assistant Manager, and the Payroll & Benefits Assistant Manager in achieving your objectives.

If you have a PCP or PLP designation, have experience managing benefits plans, and are passionate about ministry, we would love to connect with you!





WHO WE ARE

Our work began in 1967 as Campus Crusade for Christ on university campuses across Canada. Today, we have grown into a family made up of 10 ministries and 1 humanitarian partner. We reach diplomats, athletes, families, vulnerable populations and more with the life-changing news of Jesus.

We are dedicated to showing Jesus' love to people across Canada and around the world, proclaiming His name and introducing people to His forgiveness and grace. And we are seeing lives change every day.

In 2022, more than 37,000 people decided to follow Christ through Power to Change's ministries.

Power to Change's ministries include:

- Athletes in Action
- Christian Embassy
- Connecting Streams
- DRIME
- FamilyLife
- LeaderImpact
- P2C – Students
- The JESUS Film Church Planting Strategy
- Digital Strategies



OUR MISSION

To help people know Jesus and experience His power to change the world.

KEY RESPONSIBILITIES

Payroll (35%)

1. Oversee payroll for national and international staff and ensure it is processed in a timely and accurate manner, which includes:

- Ensuring government reports for source deductions are submitted in timely manner.
- Ensuring procedures in place are in compliance with all internal HR policies and external rules and regulations.
- Ensuring year-end slips for staff and government are in compliance.
- Ensuring taxable reimbursements are processed accurately.
- Ensuring final payments for staff are accurately paid out within the required time along with any final paperwork (i.e. ROEs).
- Ensuring all staff salary changes are within the appropriate pay scales and meet all internal and external requirements.

2. Oversee payroll journal entries and ensure they are posted accurately without errors, which includes:

- Ensuring staff and ministry accounts are expensed the appropriate amounts for employer taxes.





- Ensuring internal staff transfers to memo accounts are processed correctly and on schedule.

- Answering and walking staff through their income and expense reports.

3. Ensure that staff are able to come on and off payroll through correct forms.

4. Continually assess each of the payroll forms' effectiveness and efficiency.

5. Ensure that staff emails are answered correctly and in a timely manner through group monitored email and individual email.

6. Answer adhoc staff and team questions and concerns over the phone or through Google Meetings or Zoom.

7. Answer all questions regarding Dayforce and understand how employee data flows into it and how to extract this information through reports for the Executive Team and others.

Health, Wellness & Benefits (30%)

1. Maintain working relationships with all group insurance and service providers.

2. Oversee that all benefit programs are properly administered and reconciled monthly for all benefit packages including, but not limited to:

- Group Retirement Plans: RRSP & TFSA.
- Group Benefit Plans: Extended Health & Dental Group Plan, Life Insurance, Optional/Dependent Life Insurance, AD&D, EAP & LTD Plans, and Expatriate Insurance Plan.

3. Ensure benefit programs and health education initiatives are provided and communicated to staff to help with overall health and financial education.

4. Ensure medical leaves are processed in an efficient and timely manner.

Other Responsibilities (35%)

1. Attend ministry prayer times and lead devotionals, as required.

2. Attend weekly chapel time with all Power to Change staff.

3. Create training materials for supervisors and staff by ensuring the Workplace Knowledge Library is always up to date.

4. Ensure team manuals are updated on a consistent basis.

5. Consistently provide kind and caring feedback to team members and perform quarterly SODC reviews.

6. Complete ad hoc duties as assigned by HR Director.

7. Assist HR Director with budget creation and management.

8. Draft any necessary company wide communication in regards to payroll and benefits.

9. Prepare for weekly, bi-weekly, and monthly team meetings across the organization.



ABOUT YOU

- You have at least 3 to 5 years of experience, including leading a payroll team (experience overseeing a medium to large payroll, an asset).
- You are able to annually sign off on Power to Change's Statement of Faith and Code of Conduct.
- You have a PCP or PLP designation.
- You have experience managing benefit plans.
- You have experience with Dayforce or a similar program.
- You possess a high degree of professionalism, diplomacy, and confidentiality.
- You love solving complex problems and finding solutions.
- You have a strong understanding of accounting principles surrounding payroll.
- You have a thorough understanding of the Employment Standards Act across all provinces as it relates to terminations, stat pay, minimum wage, etc.
- You have a high proficiency in Microsoft Excel and Google Workplace.
- You have strong attention to detail and administration skills.
- You are good at thinking about the big picture and how day-to-day functions affect this.

WHAT WE OFFER STAFF

- Employer-paid extended health and dental benefits.
- Group RRSP contribution options with up to 3.5% matching after one year of employment.
- Access to our Employment Assistance Program (EAP).
- Paid vacation.
- Mentorship opportunities.
- Weekly chapel services.
- Semi-annual Day of Prayer participation.
- Discounts at our P2C store.

OUR SEARCH TEAM



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604.614.2665

SHAWN PLUMMER LEADING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. His career has led to deep relationships and respect within his broad network of non-profits and businesses globally and across Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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MARK KRAFT SUPPORTING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

Location: Abbotsford, BC

Application Deadline: May 15, 2024

Start Date: TBD

Salary Range: \$65,000 - \$70,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.