



Payroll and HR Professional – Part Time

The Payroll and HR Professional is responsible for the overall development, management and administration of the employee payroll and benefits functions at the Greater Moncton International Airport Authority (GMIAA). Additionally, this role plays an integral part in providing administrative and labour relations support to the Human Resources department.

Essential Functions

Key Payroll Functions:

- Accountable for the complete and accurate processing of payroll, benefits deductions, fringe benefits and other related amounts in accordance with established policies, procedures, and current legislation.
- Manage the administration of all payroll and employee benefit programs, including but not limited to enrollments and updates to extended health, pension, and WCB programs.
- Creation and ongoing maintenance of employee total compensation statements.
- Create and maintain current payroll processing policies and procedures.
- Produce employee information bulletins as required to communicate key information items related to the group health plan and the company pension plan.
- Perform annual payroll balancing at year-end and ensure that T4s, ROEs and other statutory reports are prepared accurately, according to legislation and in a timely manner.
- Working with Finance, complete annual payroll budgets and ensure accuracy of all payroll related journal entries.

Key HR Functions:

- Respond to and attend Step 1 grievance meetings on behalf of the employer.
- Manage confidential information and correspondence pertaining to grievances, arbitration, negotiations, personnel and labour relations issues.
- Assist HR Manager with recruitment related activities, such as posting open positions, resume screening, conducting phone screens, and references.
- Participating in employee onboarding activities, including scheduling and welcome activities.
- Assist in preparation for union negotiations.
- Participate on an ad hoc basis on various projects (annual evaluations, salary increases, HR activities, etc.).



Qualifications

- Minimum: Undergraduate Degree in a related field (Payroll, Finance, or HR).
- Minimum: 2+ years recent payroll administration in a computerized environment is required; experience using ADP is an asset.
- PCP designation, or in process of obtaining.
- A background in payroll and benefits administration; experience working in unionized and non-unionized environments.
- Experience interpreting and applying union contract language.
- Knowledge of federal labour laws and the Canada Labour Code.
- Strong attention to detail and analytical skills are required.
- Must be able to obtain and maintain appropriate level of Airport Security Clearance.
- Ability to draft accurate financial statements.
- Proficient computer skills and use of Microsoft Office applications.

Reporting Relationship

Manager, Human Resources

How to Apply

Applicants can submit a cover letter highlighting qualifications and interest in the position as well as a resume through [Indeed](#).

The Greater Moncton International Airport Authority (GMIAA) values the diversity of the people it hires and serves. Diversity at GMIAA means fostering a workplace in which differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

We thank all those who apply, however only those selected for further consideration will be contacted.

About Greater Moncton Roméo LeBlanc International Airport (YQM)

YQM is a progressive airport and the leading airport in the central Maritimes. 24/7/365 - everyone associated with the airport strives to provide superior air service to passengers travelling all over the world and to the global cargo industry -safe, convenient, efficient, bilingual and business-like.

YQM also strives to maximize its contribution to local and regional economic and community development - it drives over \$665 million of economic activity annually, making it one of the top private-sector economic contributors to New Brunswick's economy. YQM is a member of Vantage Airport Group.

Your economy. Your airport.