



Payroll & Benefits Specialist

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. Pure Sunfarms is a joint venture between Village Farms International, Inc. and Emerald Health Therapeutics Inc.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

Here is where you come in as a Payroll & Benefits Specialist. You are a stickler for details, you know how important payroll is and you create, demonstrate and uphold the highest standards so you can meet deadlines and accuracy. Not only are you methodical and logical in process and operational standards, you love connecting with those around you. If this speaks to what you are passionate about, let us provide you an environment of opportunity in helping us shape and redefine this area.

ESSENTIAL FUNCTIONS

- Perform all activities necessary to process hourly, salary and contractor payroll; review and process timesheets and exceptions, deductions, summary reports, sick, vacation, statutory holidays, bonuses, paid and unpaid leaves and terminations using internal labour tracking system and HRIS.
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Administer the group benefit plan including new hire set up, employee record maintenance, and status changes. Resolve employee inquiries/issues and communicate benefit information to employees.
- Process terminations on the payroll system including creating and submitting Record of Employments.
- Process payments and reconcile benefit invoices such as WCB, EHT and extended health with the payroll system; Assist accounting in GL balancing related to payroll entries.
- Process year-end reconciliation and process T4s
- Support the Manager, People and Experience in their portfolio of projects and responsibilities

We work in a fast pace environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

YOUR BRAND, YOUR STORY

You're not just interested in numbers, you also enjoy engaging with staff and have the ability to explain and helping to foster an environment of fun and driven individuals, but we want to know more about your story and experiences. You're good at the following:

- Payroll Compliance Practitioner (PCP) designation preferred
- BC ESA and Canadian Payroll, well versed and a bonus if you know some things applicable in the agriculture space
- 3-5 years experience in a Payroll; experience with ADP Teampay would be great
- Bonus points if you have experience in a HR/People capacity.
- Organizing and prioritizing your work to meet deadlines, and able to adapt to unexpected priorities
- Communication is always top of mind, with 'who' and 'how' comes naturally.
- Collaborative but know how to set boundaries for effective results
- Strong analytical skills with the ability to think outside the box to solve problems.
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.