

Driven by a love of plants, Pure Sunfarms is one of Canada's largest, single-site, licensed producers of high-quality, greenhouse-grown cannabis based in BC's Fraser Valley (Delta). We are proud to bring together individuals from a wide breadth of industries, backgrounds, and experiences, and promote a culture of belonging where everyone can truly be themselves – in every form of expression that is natural to them. This is our priority and guiding light at Pure Sunfarms, driving our uncompromising approach to quality and success within the Canadian recreational cannabis market. We believe our differences are our strengths, letting us look at cannabis in a whole new light.

Here is where you come in as a Payroll & Benefits Specialist. You are a stickler for details, you know how important payroll is. You create, demonstrate, and uphold the highest standards so you can meet deadlines with accuracy and precision. Not only are you methodical and logical in process and operational standards, you love creating solutions and 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 full-cycle employee and contractor payroll; review and process timesheets and exceptions, deductions, summary reports, sick, vacation, statutory holidays, bonuses, leaves, and terminations using internal labour tracking system and HRIS.
- Manage and improve workflows, while leveraging technology to ensure all payroll transactions are processed accurately and timely.
- Manage the group benefit plan, setting up new hires, maintaining records and updating status changes. Resolve employee inquiries/issues and communicate benefit information to employees.
- Process payments and reconcile benefit invoices (Worker's Compensation, Extended Health) and assist accounting in reconciling the GL against payroll entries.
- Process year-end reconciliations, T4s and Records of Employment (ROEs).
- Collaborate with the Manager, People and Experience on their portfolio of projects and responsibilities.

## OTHER DUTIES

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
- Minimum 5 years-experience full-cycle payroll in BC (AB and ON are an asset)
- Previous experience in agriculture or manufacturing is a bonus
- Experience with ADP TeamPay and Workforce Now would be great
- You love learning new systems and look for opportunities to leverage technology to improve processes.
- 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.

At Pure Sunfarms, we are growing our team with the same care we devote to growing our plants. We're proud of the diverse and inclusive culture that we've built and are excited to learn more about your experiences and how you can contribute to Pure Sunfarms and the cannabis industry.

**Please send your resume directly to [careers@puresunfarms.com](mailto:careers@puresunfarms.com)**