

**Career Opportunity**  
**The Sovereign General Insurance Company**

**Position:** Payroll and Benefits Administrator  
Permanent Part-time

**Location:** Head Office, Calgary, AB

This is an exciting opportunity to work 28 to 30 hours per week in our Head Office Payroll Department. The successful incumbent will work in conjunction with our Senior Payroll and Benefits Administrator to ensure the accurate and timely entry of the payroll and benefits for our staff across Canada.

**Responsibilities:**

- Responsible for the accurate and timely entry of the payroll including ensuring the completion of all necessary forms for new hires, terminations and on-going changes.
- Monthly reconciliation and remittances for the group insurance and pension plans, Medical Services Plan of BC, payroll taxes, Workers' Compensation and all other remittances directly relating to payroll.
- Monthly reconciliation and balancing of the payroll, including reporting monthly payroll costs to the Accounting Department.
- Assist with year end balancing, issuing T4's and Releve 1's and annual remittances.
- Verify and forward employee benefit forms to respective agencies
- Attendance reporting; verifies and enters employees' absences into HR software.
- File all employee personnel and payroll documents. Maintains in-house filing/ storage system; annually archives files
- Administer the company's long-term service plan.
- Process share offers for all staff.
- Provide administrative assistance to the Human Resources Department as requested.

**Qualifications:**

- Minimum 3 years national payroll and benefits administration experience
- Experience on the ADP PaySpecialist and People@Work software preferred
- Advanced skills in Excel
- Exceptional attention to detail
- Self starter and able to work with minimal supervision
- Proven organizational skills and the ability to prioritize when working with deadlines
- Excellent communication skills, both oral and written
- Ability to work within a team environment
- Excellent analytical skills and problem solving abilities
- Certificate in Payroll Management, Level 1 preferred
- French communication skills considered an asset

**Apply by:** Email: [careers@sovgen.com](mailto:careers@sovgen.com)  
Fax: 1-866-754-7745

*The Sovereign is one of the major insurers in Canada, dealing exclusively with independent brokers. It is also a member of The Co-operators Group of Companies, giving it access to resources one would expect from the leading Canadian-owned multi-product insurance company. The company emphasizes an innovative and entrepreneurial approach, endowing its staff with a sufficient level of authority to be responsive regionally to the needs of brokers and customers.*

**\*\*Internal candidates must advise their immediate supervisor and Human Resources of their intention to apply for job postings within the group of companies prior to the first interview.**

***Our Mission***

- *To be the insurer of choice for our brokers*

***Our Vision***

- *We will be sought out for our ability to find solutions for the specialized and complex insurance needs of our brokers and their clients.*
  - *Our people are our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals will set us apart in the Canadian insurance industry.*
- *Our long term relationships with brokers who share our values will be a significant source of competitive advantage for our brokers and for The Sovereign.*
- *We will act as a catalyst for a sustainable society by providing innovative insurance solutions*

**\*This position may be advertised concurrently**