

PERMANENT EMPLOYMENT OPPORTUNITY

Payroll and Benefits Specialist *Halifax Nova Scotia*

About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

We wanted to let you know that WCB will be moving from our current Halifax location to a new space at 137 Venture Run, Dartmouth in Fall 2025.

About the Role

Reporting to the Director, Human Resources, this position is focused on preparation, verification and payment of employees on a bi-weekly frequency and on continuous process improvements. The Payroll & Benefits Specialist is responsible for calculating employer contributions for Canada Pension, Employment Insurance, pension, health care plans, life insurance and union dues; and renewal of insured benefit plans. Work also involves ensuring that remittances and deductions, including pension are remitted and reconciled biweekly and that costing support is provided during the collective bargaining process.

The P&B Specialist is responsible for the accurate and timely administration, ensuring compliance with all federal, provincial, legal and collective agreement requirements. This includes verifying earnings, deductions, and benefits while preparing detailed reports for government agencies, carriers, and internal stakeholders. The role also involves analyzing and reconciling payroll-related documentation, such as accounting journals, vacation accruals, and government statistical reporting. Additionally, the incumbent will interact with auditors, work with external benefits providers and Pension Corporation, support the internal finance team, and prepare necessary reports as required.

Your Experience & Skills

- A two (2) year business administration diploma in Accounting or Finance
- Minimum three (3) years of experience in processing full cycle payroll runs, ideally with a premium payroll provider.
- Working knowledge of the SAP Success Factors payroll system or equivalent.
- Demonstrates integrity and confidentiality, with exemplary attention to detail and strong organizational skills. They must be a self-starter who is proactive and capable of time management in a high pace work environment.
- Proficiency in intermediate to advanced Excel is required.
- Certification by the Canadian Payroll Association (PCP/CPM) and/or CEBS Designation or in progress
- National Payroll Institute designation is an asset.

- Membership in the Human Resources Association of Nova Scotia Certified Human Resources Professional designation is an asset

We offer a competitive compensation package ranging from \$69,444 - \$86,722.

Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to hrdept@wcb.ns.ca by **4 pm on July 11th, 2025**. In the **subject line of your email, please quote competition number: JV 123-25 EXT Payroll and Benefits Specialist**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.