
Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



Siège social
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We Are Hiring: Provincial Payroll Administrative Lead

Location: This position may be performed remotely within New Brunswick; however, occasional travel to VIVA locations, including Corporate Office in Fredericton, may be required.

Schedule: Monday-Friday | 8:00 a.m. – 5:00 p.m. | No evening, weekend, or statutory holiday shifts

Position Type: Full-Time (40 hours/week)/ Temporary 6-month Contract (with possibility of extension)

Join a workplace that puts people first, including you!

At VIVA Therapeutic Services, we don't just offer jobs, we offer careers with purpose, benefits that matter, and a culture where you truly belong. If you are passionate about making an impact and want to grow in a supportive and rewarding environment, we would love to meet you.

What We Offer – Your Employee Experience

Compensation & Benefits

We believe your time, talent, and dedication deserve real rewards.

- Competitive salary (\$60,320 - \$70,720)
- Transparent pay practices with pay incentives for completed post-secondary education and bilingualism (English/French)
- Comprehensive health and dental benefits (VIVA currently covers 55% of premiums)
- Life and disability insurance
- RRSP matching
- Cell phone allowance
- Paid vacation, personal leave, and statutory holidays

Career Development

We are committed to helping you grow, professionally and personally.

- Ongoing training and development opportunities to build and enhance skills
- Internal career advancement opportunities
- Mentorship, coaching, and guidance from experienced leaders

Culture & Belonging

You'll be part of a values-driven organization that celebrates people.

- Strong commitment to Diversity, Equity, Inclusion and Belonging (DEIB)
- Transparent strategic planning and communications
- Recognition for your contributions
- Cross-team collaboration and a supportive peer network
- Fun and engaging **Social Committee** events



Equal Opportunity Employer Statement

VIVA Therapeutic Services is an equal opportunity employer committed to fostering an inclusive, accessible, and respectful workplace. We welcome and encourage applications from all qualified individuals, including those from diverse backgrounds, identities, and lived experiences. Accommodations are available upon request for candidates participating in all aspects of the recruitment and selection process.

Work-Life Balance & Flexibility

- We respect your life outside of work and support it.
- Monday-Friday schedule (no evening, weekend, or holiday shifts)
- A leadership team that *genuinely* supports your well-being

Position Summary

The Provincial Payroll Administrator is a key member of VIVA's administrative team and is responsible for coordinating the accurate, timely and compliant processing of biweekly payroll for approximately 350 employees across seven regions of New Brunswick.

Reporting to the Chief Operating Officer, this position serves as the provincial lead and primary resource for payroll administration, working closely with Regional Administrative Teams and Human Resources.

Accountabilities

This role will be accountable for:

Provincial payroll coordination, support and leadership

- Provides functional leadership, guidance and day-to-day support to Regional Administrative Team members involved in payroll processing, ensuring consistent payroll practices across all regions.
- Provides support for issues or problems by triaging, addressing, correcting and/or escalating, as needed.
- Provides required information to Service Canada and other stakeholders as required.
- Meets weekly with the COO to discuss progress, projects and any issues that may arise.

Biweekly Payroll Processing and Administration Biweekly Payroll Processing

- Extracts payroll data from VIVA's scheduling/payroll data system.
- Reviews, validates and formats payroll data for Regional Administrative Team review.
- Reviews completed payroll files and HR information for accuracy and completeness.
- Investigates discrepancies and makes or coordinates required corrections.
- Prepares final payroll data for upload to ADP.
- Processes and validates biweekly payroll.



- Completes post-payroll reconciliation and addresses identified discrepancies.

Employee Payroll Administration

- New employee payroll setup and changes
- Employee status and compensation changes
- Vacation and personal leave
- Leaves of absence
- Payroll corrections and adjustments
- Records of Employment
- Terminations and final pay
- Employee payroll inquiries

Payroll Compliance and Reconciliation responsibilities

- Ensures payroll is processed accurately and within established biweekly payroll deadlines.
- Performs pre- and post-payroll audits and reconciliations to identify discrepancies before payroll is finalized.
- Verifies earnings, deductions, benefits, vacation, personal leave, statutory holiday pay and other payroll adjustments.
- Ensures payroll practices comply with applicable federal and New Brunswick legislation, CRA requirements and organizational policies.
- Coordinates statutory and third-party payroll remittances, as applicable.
- Supports year-end payroll activities, including reconciliation and preparation/review of T4s and other required reporting.
- Prepares and submits Records of Employment and ensures timely processing of employee terminations and final payments.
- Maintains accurate payroll records and documentation to support financial reporting, audit requirements and internal controls.
- Protects highly confidential employee, payroll and financial information at all times.

Accounts Payable related responsibilities

- Invoices received and recorded in payables files
- Review and record requests for Expense Claims
- Review and record Petty Cash Requests
- Calculate and provide information for Social Committee Fund transfers

The ideal candidate will have:

Education and Experience

- An undergraduate degree or community college certification in business administration, accounting, or a comparable field of study
- A minimum of three years of applicable experience.

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- Experience with automated payroll systems, provincial and federal payroll related compliances.
- An equivalent combination of education and experience may be considered.
- Bilingualism (French and English) is preferable.
- Clear criminal record check, vulnerable sector check, and Social Development prior contact check within the past five years.
- Valid Driver's license and access to a vehicle as travel is required.

Skills

- High level of technological competency, including proficiency with Microsoft Office (Outlook, Word, Excel and Teams) and payroll-related systems.
- **Advanced proficiency with Microsoft Excel**, including the ability to manipulate, reconcile and validate large data sets using formulas, filters, lookups and other data analysis functions.
- Experience with **ADP payroll systems** is considered an asset.
- Exceptional attention to detail and strong organizational skills, with the ability to identify payroll discrepancies, unusual data and potential errors.
- Strong analytical, critical-thinking and problem-solving skills, with sound judgment and the ability to investigate, resolve and appropriately escalate complex payroll issues.
- Demonstrated ability to manage competing priorities and meet firm payroll processing deadlines in a fast-paced environment.
- Strong interpersonal and communication skills, with the ability to build collaborative relationships with internal and external stakeholders and contribute positively to a team environment.
- Demonstrated professionalism, discretion and commitment to maintaining the strict confidentiality of employee, payroll and financial information.
- Strong sense of accountability and ownership, with the ability to work independently and follow issues through to resolution.

If you are interested in joining our team, visit our website to find out more about us:

<https://www.vivanb.ca/>

Interested applicants are invited to send a cover letter and resume to: hr@vivanb.ca