



COMPENSATION & BENEFITS ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON (GHQ)
Posted: July 25, 2025
Closing: *August 7, 2025
Salary: \$82,606.00 - \$92,388.00
Job ID: GHQ-30-25

The Nishnawbe Aski Police Service requires one (1) Compensation & Benefits Administrator for our General Headquarters, based in Thunder Bay, ON. This is a full-time position and will work Monday-Friday, 35 hours/week.

Summary:

Reporting to the Director of Finance, the Compensation and Benefits Administrator is responsible for a variety of personnel related duties including administering payroll, assist in the coordination of disability management, maintain payroll related files, administering pension plan and employee benefit plan, processing all leaves of absence, and provide payroll related assistance/advice to staff members.

Preferred Knowledge and Experience:

- Diploma or Degree in Human Resources, Business Administration, or Finance;
- Payroll Compliance Practitioner (PCP) Certification with the National Payroll Institute (NPI), considered an asset;
- 3 to 5 years' experience working in a payroll setting, experience working in a unionized environment is considered an asset;
- Performing payroll functions using ADP or similar software;
- Interpreting and applying collective agreements and payroll legislation, WSIB legislation and pension legislation;
- Administering pension plans (defined benefit);
- Producing government remittance and payroll documents (WSIB, ROE, T4);
- Administering employee benefit plans (Manulife, Claim Secure, Canada Life);
- Proficiency in Microsoft Office Suite;
- Ability to work independently with excellent organizational and time management skills;
- Previous experience in a non-profit or Indigenous organization is considered an asset.

Applicants **must** be able to pass a background check and produce a satisfactory criminal record check.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- Those contacted for an interview will be required to provide three (3) professional references upon request.

Closing date for applications is ***Thursday, August 7, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages MUST be sent, **as a single PDF document**, to:

INTERNAL APPLICANTS: iresume@naps.ca
EXTERNAL APPLICANTS: eresume@naps.ca

***Applications will be accepted until the position is filled and initial interviews will be scheduled following the date listed.**

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

****We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted****