Pension Payroll Specialist

Vestcor has a full-time position available for a Pension Payroll Specialist.

Located in Fredericton, Vestcor is the largest investment manager in Atlantic Canada, providing global investment management services to 11 different client groups representing approximately $24.4 billion in assets under management. We also provide administration services to 11 pension plans and five employee benefit plans.

The Pension Payroll Specialist works as part of a team to ensure the accuracy of payments from pension plans to retirees. They will have a clear understanding of the pension payroll process while verifying and updating various deductions, benefit premiums and other payments. Responsibilities include performing final steps in the pension payroll process, administration of the retired members' health and dental benefits, completing updates using our internal database system and the insurance provider's administration portal. The work is performed within a fast paced, high-volume environment with a focus on providing excellent service to plan members.

The ideal candidate requires a post-secondary diploma and five years of related work experience or a minimum of six years of business or accounting experience. Experience working with Microsoft Office Suite, specifically Excel, is required.

The candidate must be a team player, client focused, possess strong analytical and problem-solving skills and have excellent attention to detail. Written and spoken competence in English is required and French would be considered an asset.

In the cover letter, candidates must demonstrate why they believe they have the required qualifications and skills for this position. We offer a competitive salary, an excellent benefits package, and a challenging and rewarding team environment. The successful candidate will participate in the New Brunswick Public Service Pension Plan.

Vestcor supports a diverse and inclusive work environment and encourages applications from all qualified applicants. Interested applicants must forward their cover letter and resume by **November 12, 2026**.



HOW TO APPLY

Director Human Resources

Vestcor Inc.
100 – 140 Carleton St.
Fredericton, NB E3B 3T4

Or via e-mail to:
careers@vestcor.org

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POSITION DESCRIPTION

Title:	**Pension Payroll Specialist**
Department:	**Benefits Services**
Immediate Supervisor:	**Team Lead Benefits Services**
Salary Range:	**Min.: $59,000 / Mid.: $74,000 / Max.: $88,000**

CORE ACCOUNTABILITY

Working as a member of a team in providing quality customer service to the organization's clients, the Benefits Services Pension Payroll Specialist is responsible for the final preparations of two monthly pension payrolls and ensuring required deductions are taken and remitted to the proper vendor. The Pension Payroll Specialist must also be customer-service-focused and have the ability to work as an effective team player. A clear understanding of the pension payroll process, a strong concern for order, and strong attention to detail are also a requirement.

MAJOR RESPONSIBILITIES

- Processes, verifies and updates various deductions, health and dental premiums, tax deductions, garnishments, family support payments, etc.
- Monitors and processes payments for manual/replacement cheques
- Processes updates to retired members' contact information and changes to banking information
- Reviews initial health and dental coverage set up for accuracy
- Processes updates and transfers to retired members' health and dental program – administers updates within the internal database and the insurance service provider's administration portal
- Reconciles heath and dental premiums deducted to billing invoices
- Administers receivables of overpayments for deceased retirees
- Investigates problems relating to retired members' direct deposits, requests cancellations, and recalls payments
- Tracks and monitors all returned payments to ensure outstanding amounts are resolved
- Ensures retirees are set up with proper tax withholdings based on residency status

COMPETENCY PROFILE

- One-year post-secondary education in a business/accounting program and five years of related work experience, or a minimum of six years business/accounting experience
- Strong attention to detail and analytical skills along with strong mathematical skills
- Payroll experience would be considered an asset
- Experience working with Microsoft Office Suite, specifically Excel, is required
- Written and spoken competence in English is required, and French would be considered an asset