



The better way to bank

Members of the CUA Team work to create and deliver a great banking experience to over 25,000 individuals and businesses across Nova Scotia. The CUA Difference is a combination of flexible products, personalized service and quick decisions made and delivered by people who know and love our Province. CUA's continued growth and member satisfaction reflects a team of committed problem-solvers who think big and outside the box to help others take a step forward in their financial health. If you are excited about the opportunity to help people achieve what matters most, while changing the way people think about banking, consider the following role.

Human Resources and Payroll Officer

Reporting to the Manager, Human Resources, the Human Resources and Payroll Officer is the primary staff contact for all human resources-related inquiries and communications. This position administers payroll and benefits for CUA and its subsidiary companies and is responsible for providing subject matter expertise in these areas. The Human Resources and Payroll Officer provides reception support if required and carries out responsibilities within the Human Resources function, including: recruitment, onboarding and departure; performance and time management, including administration of CUA's HRIS; compensation adjustments; occupational health and safety; and, maintenance of HR-related items on Microsoft SharePoint.

Attributes:

As the successful candidate, you have a proven ability to provide superior payroll, benefits, and human resources support to the organization. You bring exceptional organizational and time management skills to the role, as well as strong interpersonal capabilities and good judgment. Your experience in payroll and benefits administration enables you to perform this critical function accurately and efficiently, and provide advice and information to others. You have a keen attention to detail, intermediate numeracy skills, and enjoy problem solving. You can prioritize and multi-task a variety of initiatives, and enjoy working closely with others.

Education/Experience:

- Business Administration or Human Resources Management Certificate required, plus a minimum of three years' experience in payroll and benefits; or, an equivalent combination of training and experience.
- Strong knowledge of payroll administration, legislation and experience processing payroll, preferably in Dayforce.
- Experience working with a Human Resources Information System (HRIS); and natural ability to navigate new websites and software easily.
- Superior interpersonal, communication and project management skills.
- Strong organizational and time management skills, with high quality documentation and filing systems.
- Certification from the Canadian Payroll Association is considered an asset.

Employment Equity, Diversity & Inclusion at CUA:

CUA strives to achieve a workplace where opportunities are based on skills and abilities and recognizes the value that diversity brings. We encourage applications from all qualified candidates, including those who identify as racially visible, indigenous, women in underrepresented roles, persons with disabilities and members of the 2SLGBTQI+ community. CUA supports candidates and employees with access and accommodation needs. If you are selected for an interview and require a specific accommodation, please let us know and we would be happy to assist.

This is a full-time, in-office position that offers competitive benefits and compensation commensurate with experience and qualifications.

Closing date for this opportunity is **June 23, 2026**.

Method of Applying:

Please apply by selecting the "Apply" link or submitting a resume to careers@cua.com as well as providing your salary expectations. While we appreciate all submissions, only those considered for an interview will be contacted. Thank you for your interest in joining the CUA Team!