



POSITION SPECIFICATION

POSITION TITLE: Payroll and Benefits Specialist, Rainy River Project

LOCATION: Rainy River Project, located 65 km northwest of Fort Frances, Ontario

ABOUT US: New Gold is an intermediate gold mining company. The company has a portfolio of four producing assets and three significant development projects. The New Afton Mine in Canada, the Cerro San Pedro Mine in Mexico, the Mesquite Mine in the United States and the Peak Mines in Australia provide the company with its production base and solid foundation. In addition, New Gold owns 100% of the Blackwater project and 100% of the Rainy River project, both in Canada, as well as 30% of the El Morro project located in Chile. New Gold's objective is to continue to establish itself as a leading intermediate producer, focused on the environment, sustainability and generating peer-leading shareholder returns.

Our Values drive every decision and action we take at New Gold:

Integrity: Do what's right

Creativity: Lead with innovation

Commitment: Deliver

Develop our employees: Commitment to personal development

Teamwork: Leverage our collective skills

For further information on our company, please visit www.newgold.com.

POSITION SCOPE: Reporting to the Manager, Human Resources and indirectly to the Director, Finance, this site-based position will administer payroll and benefits for the Rainy River Project team.

KEY RESPONSIBILITIES:

- Ensure accurate and timely preparation and distribution of salaries and wages, including deductions for RRSP programs while complying with existing "Variance" agreements
- Takes lead on administering New Gold's health and wellness plans, including enrolment, administration, updates and terminations on healthcare coverage (GWL)
- Maintaining records of employee attendance leave and overtime to calculate pay using manual or computerized systems (i.e. Payworks, ADP), supporting the completion of appropriate employee documentation / requests
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, insurance and



RRSP contributions

- Prepare T4 statements and other payroll related statements
- Ensures all employees are covered under WCB or equivalent, managing any administrative actions relating to invoicing
- Reconcile and balance Rainy River accounts, research and correct account discrepancies
- Provide information to employees on payroll matters and benefit plans and resolve issues effectively
- Compile statistical reports, statements, and summaries related to pay and benefits accounts for management
- Provides effective and smooth payroll and benefits administration for new hires and leavers
- Assist in the amendment to existing and implementation of benefit programs that impact payroll as required
- Stay on top of changes to payroll policy and implement change as required
- Recommend continual improvement to overall payroll processes and practices to build greater efficiency, reporting ability and maintain employee satisfaction
- Work collaboratively to support HR and other departments in pay-related or benefits matters to provide a positive employee experience, and other related duties to support Human Resources and Finance as required to ensure the Rainy River Project is a success
- 5 years' experience in an Accounting/ Payroll and Benefits position or a combination of experience and education may be considered with exposure to Ontario standards
- Experience working in Exploration or Mining Industry with exposure to field rotation schedules and overtime payments considered an advantage
- Verifiable track record providing positive employee relations and ability to communicate equally well with employees and service providers at all levels
- Flexibility and adaptability in a fast-changing and dynamic environment with evolving systems and procedures
- Proactive self-starter, known for implementing practical and needed process improvements
- Must possess strong attention to detail and organizational skills

KNOWLEDGE, SKILLS AND ABILITIES:



- Member of Canadian Payroll Association (CPA)
- Strong technology skills and the implementation of new technologies to simplify complex day-to-day operations is critical, particularly expertise with Microsoft Excel
- Familiar with Variance agreements and Ontario Employment Standards Act desirable
- Previous experience with ADP payroll and SAP preferred
- Previous experience with Great West Life healthcare benefits and Manulife RRSPs an asset

COMPENSATION:

A competitive salary and benefits will be provided.

HOW TO APPLY:

Please e-mail your resume and cover letter with the subject line **Posting # 2013-003 Payroll and Benefits Specialist** in Word or PDF format to: careers.rainyriver@newgold.com