



PAYROLL ADMINISTRATOR

Fraser River Pile & Dredge (GP) Inc. ("FRPD") has an amazing permanent opportunity for a Payroll Administrator with Canada's largest Marine, Land Foundations, and Dredging company. Reporting to the Payroll Supervisor you will prepare, calculate, and complete our weekly unionized payrolls in accordance with standard policies and procedures. This position requires experience working with union agreements and a strong understanding of employment standards. A high level of confidentiality, sound judgment and analysis used to solve problems is a requirement.

Key Responsibilities:

- Enter union timesheets, on a weekly basis, into Sage 300's payroll module, reviewing hours, job and equipment coding for completeness and accuracy, ensuring appropriate approvals and coding have been obtained
- Process full cycle union payroll
- Ensure all pay period related earnings, government statutory deductions, union related dues and garnishments are accurately recorded and calculated
- Upload weekly and bi-weekly EFT net payments to the bank for employee direct deposit
- Assist with the processing of salary bi-weekly payroll and benefit administration, year-end reconciliation and T4 preparation, as required
- Process and issue Records of Employment in accordance with required legislation
- Prepare hourly and salary Receiver General statutory deduction remittances and garnishment payments
- Respond to inquiries from customers (i.e. employees, government, unions, benefit providers)
- Provide additional backup duties to the Payroll Supervisor, including the preparation of monthly union dues remittances, Journal Entries, benefits reconciliation and payments, including WorkSafeBC quarterly payments, Ontario's WSIB monthly payments, and other payroll duties as assigned
- Prepare ad hoc reports for internal customers

Required Skills & Qualifications:

- Minimum 1 – 2 years of processing payroll is required
- PCP certification, or in progress
- Completion of accounting courses preferred
- Knowledge of Sage 300 accounting software would be an asset
- Microsoft Excel experience required
- Experience processing payroll within a multi-union environment
- Experience working with union collective agreements
- Strong data entry skills with low error rate
- Able to prioritize, meet tight deadlines, and communicate effectively with all stakeholders
- Learns tasks readily and performs them in accordance with established practices
- Maintains sustained attention to detail in preparing, recording and checking payroll transactions
- Confident in problem solving to ensure payroll accuracy
- Establishes and maintains effective working relationships with internal and external customers
- Communicates with discretion in a professional confidential manner
- Detail oriented, able to multi task and effectively manage multiple deadlines
- Able to handle a heavy work load with changing priorities

Qualified candidates are invited to submit their application to:

Email to: careers@frpd.com (please state job title in email subject line)

We thank all applicants for their interest and effort; however only those selected for an interview will be contacted.