

ROLE

The PAYROLL ADMINISTRATOR is responsible for providing the Payroll department with complete and accurate records to process a weekly payroll. The position acts as a liaison between Payroll and Project Management Team (PMT).

RESPONSIBILITIES

- Collect new hire payroll files and ensure that file information is complete and up to date, including but not limited to hire forms, tax forms, and WCB clearance letters.
- Communicate with supervisors to collect daily time sheets in a timely manner.
- Review daily time sheets for accuracy and completeness and work with Payroll department, PMT, and Field Supervision to resolve any inconsistencies or errors that may arise.
- Liaise with Project Controls department to ensure labour and equipment on time sheets are coded accurately.
- Set-up new hires in PowerApps system.
- Audit data entry of daily time sheets in PowerApps to ensure the data is entered correctly.
- Assist supervisors with filling out rate change, transfer, and termination forms and ensure Payroll department receives accurate and complete records.
- Respond to payroll queries from employees through their supervisors.
- Distribute weekly pay slips.
- Create and maintain employee records.
- Collect invoices of independent contractors, review for accuracy and completeness, and resolve any discrepancies.
- Assist with special projects as needed.

Note: In addition to these duties personnel are required to carry out such other duties as may be reasonably required in order to support the objectives of the company.

POSITION REQUIREMENTS

Qualifications

- High School Diploma.

Experience

- 2-5 years of experience in a similar position.
- Experience with a variety of Payroll software is considered an asset.

Skills and Knowledge

- Excellent communication and problem solving skills.
- Possess strong organizational skills and the ability to multi-task to meet tight deadlines.
- Strong attention to detail.
- Able to work in a team environment as well as independently with limited supervision.
- Advanced knowledge of MS Office Suite.

WORKING CONDITIONS

- This position is field based and works in a site office environment in Kamloops, BC. This position requires a flexible working schedule.

REPORTING RELATIONSHIPS

- The PAYROLL ADMINISTRATOR reports to the Project Controls Manager. The position has no supervisory duties.