

PAYROLL ADMINISTRATOR

On behalf of our client, Allied Blower, and Sheet Metal, we are searching for a Payroll Administrator to join their team in Surrey, BC. Since 1974, Allied Blower has gained a solid reputation as a leading air system expert in Canada. They supply dust and particulate extraction and pneumatic conveying systems for industrial applications. They offer a wide range of products and services and turnkey systems with proven technology. Allied Blower works with its customers and technology suppliers to find the best solution for specific requirements and develop solutions through close collaboration with engineering services, extensive manufacturing capabilities, and local installation. Allied Blower currently operates six branches, including one in the U.S.

Reporting to the Controller, the Payroll Administrator provides critical support for the administration of all payroll processes. The key responsibilities of this role include the management of employee data, ensuring the accuracy of timesheets along with, computing wages, and ensuring all employees are paid correctly and on time. The ideal candidate will be able to effectively manage multiple priorities, support team members through their energy, flexibility, demonstrated communication and problem-solving skills.

Key Responsibilities:

- Input data from timecards to ERP system; ensure integrity of data has been entered/transferred and timecards are properly approved and verified before entries
- Work closely with Costing personnel to ensure correct work order numbers are attached to time entries from timecard data
- Process Salary and Hourly payroll for both Union and non-Union staff, ensure all statutory deductions (EI, CPP, WCB) and Union deductions are made correctly by payroll service provider (Ceridian, Payworks) and reconciled to GL balances for month ends
- Process payroll year end to ensure all taxable benefits and allowances are reported on T4's
- Process Live Out Allowances (LOA) on ERP and make sure proper work order numbers are attached; prepare Electronic Fund Transfer batches of LOA on bank web portal for approval
- Prepare all Union-related remittances to multiple jurisdictions in both Canada and USA
- Support the Controller on HR functions, such as employee benefits plan for non-union staff
- Other payroll / administrative duties as assigned

Skills & Qualifications:

- A Bachelor's Degree in Accounting, Business, or other relevant fields
- Payroll Compliance Practitioner Certification (PCP), or willing to work towards certification
- 2-4 years of full cycle payroll and benefits administration experience (union experience is an asset, but not a requirement)
- Proficiency in Excel and Word
- Excellent computer skills (previous experience utilizing Ceridian or Payworks software is an asset)
- Strong numeracy skills and a keen eye for detail
- Exception judgement and maturity, including an ability to execute independently and work with team members of all levels

If you are interested in learning more about this opportunity, please forward your resume to aj.beaudry@mnp.ca or call 250.585.6306. We thank all candidates for their interest however only those selected for an interview will be contacted.