



JOB POSTING

PAYROLL ADMINISTRATOR

LOCATION: Richmond, BC

COMMENTS ON IMMIGRATION: If you are applying for a position in another country, please note that the position and your application will have to be considered from an immigration perspective.

POSITION SUMMARY:

This position works within the payroll team to ensure the timely and accurate processing of payroll for over 1300 employees in Canada (including Quebec) and the US. This is a challenging position which involves multiple union agreements and pay frequencies. The ability to prioritize and pay attention to detail is highly important. A positive attitude and friendly customer service are essential. The ideal candidate will be comfortable working in a complex payroll environment using a variety of software tools, is well organized, and able to manage a high volume of work.

DUTIES AND RESPONSIBILITIES:

- Liaison with plant managers and time entry staff
- Process payroll using JD Edwards EnterpriseOne and ADP PCPW software
- Remit and report multiple 401(k)/pension plans
- Remit and report WCB, union dues, union health and pension plans
- Interpret multiple collective agreements
- Communicate with ADP Client Services to resolve issues
- Liaison with finance department for funding and journal entry requirements
- Respond to employee enquiries / requests
- Respond to unemployment claims, verifications, statistical reporting, and audits

QUALIFICATIONS:

- Bilingual French/English
- Experience with complex payroll systems and multiple jurisdictions
- Strong attention to detail, analytical, and problem solving skills
- Superior customer service
- Strong verbal and written communication skills
- Strong time management skills
- Able to work independently and as part of a team
- Experience with ADP or JD Edwards an asset
- Basic understanding of payroll accounting
- Proficient with MS Office software
- CPA certification an asset

CLOSING DATE: July 29, 2010

Please forward resumes to jking@graymont.com