

Job Description

West White Rose CGS Project



SINC-LAVALIN DRAGADOS PENNECON

Name:	PAYROLL COORDINATOR
Department:	FINANCE
Reports To:	FINANCE MANAGER

RESPONSIBILITIES

The Payroll Coordinator (PC) will:

- The Payroll Coordinator will assist the Payroll Lead in accurate and timely processing of payroll for both unionized and non-unionized employees, performing various accounting tasks such as data management and ensuring employee payroll files and information is up to date.

MAIN TASKS AND DELIVERABLES

- Assist with all payroll system transactions, and provide administrative support to HR, Employees, Management team with high quality of information and service.
- Interpretation of complex project labour agreements, and how they relate to the changing payroll process;
- Guide employees on the various procedures, policies or questions they may have on payroll, timesheets, benefits etc.
- Other responsibilities in this role will include; processing CRA remittances, union dues, HAPSET and RRSP's, assist with the processing of T4s and reconciliations of the general ledger accounts relating to payroll on a monthly basis.
- Handle all Payroll transactions, including new hires, transfers, promotions, reclassifications, resignations/terminations, contract extension, leaves;
- Compile data and produce reports in Excel, presenting to management on a weekly, monthly, and ad hoc basis;
- Maintain good communication and collaborate with different sectors of the General Partnership to ensure the successful processing of information;
- Payroll Coordinator is a member of the Payroll team and will provide support to other roles within the department as required.

QUALIFICATIONS

- College Diploma in Administration (Human Resource and/or Payroll) or a University degree in Human Resources, or equivalent;
- Minimum of 3-5 years' experience working within the payroll field, with relevant working within heavy construction projects;
- The selected candidate will have a strong knowledge of government legislation and employment standards as they relate to payroll and accounting.
- The successful candidate must be detailed orientated, have strong organizational and time management skills.
- A Payroll Compliance Practitioner (PCP) Designation from the Canadian Payroll Association would be considered an asset.
- Working knowledge of a Human Resource Management System (JDE knowledge is an asset, along with other payroll systems);

Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

- Working knowledge of JD Edwards and Mitre Finch time and attendance systems would be an asset;
- Proficiency in MS Office, especially in Excel (vlookups, pivot tables and formulas);
- Knowledge of Project Labour Agreements, and their interpretations to payroll systems;
- Excellent communication skills in English - verbal / written;
- Self-motivated and ability to work with minimum supervision under pressure with strict deadlines;
- Maintain sensitive and confidential information.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.