



Payroll Administrator Full-Time

Campbell River Region
Campbell River

Monday September 14, 2026

\$26 - \$30/ hour (\$52,000.00 to \$65,000.00 per annum)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/payroll-administrator-campbell-river2>

Expiry Date:

Monday, September 28, 2026

Details:

Are you an efficient multitasker able to handle tight deadlines with a keen eye for detail? Are you professional and discrete, understanding the importance of privacy and confidentiality? If this sounds like you, Broadstreet Properties is currently seeking a Payroll Administrator to join our team in Winnipeg. The Payroll Administrator is responsible for processing payroll on time, with the utmost accuracy. They are competent in maintaining employee payroll files, managing payroll data, and handling tight deadlines. Multi-tasking and customer service are at the heart of their day-to-day work, ensuring employees' questions and concerns are promptly answered with care while also maintaining regular payroll processing. The Payroll Administrator is professional and discrete, respecting the privacy of both the employees and the company, keeping confidentiality top of mind. Your contributions to the team:

- Processing bi-weekly payrolls including, but not limited to, sick pay, benefits, and vacation for all salaried and hourly employees, across multiple provinces
- Maintaining payroll data such as garnishments, vacation time, group benefits, and other various deductions
- Resolving payroll discrepancies by reviewing hours worked and timesheet entries for completeness, accuracy, and correct cost allocation
- Reviewing and processing increases and pay adjustments as requested by management
- Reconciling payroll register totals and ensuring deductions are made as scheduled
- Creating internal management reports from the payroll system
- Generating and maintaining payroll records for all new and existing employees as advised by HR
- Responding to employee and government agency inquiries regarding payroll
- Assisting in the production and timely distribution of T4s
- Maintaining detailed records and documentation of all payroll

transactions for audit and compliance purposes What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$52,000.00 to \$65,000.00 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
- Yearly health and wellness benefit
- RPP eligibility after one year
- Employee recognition program
- In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Payroll Compliance Professional (PCP) designation from the National Payroll Institute or working towards designation or equivalent payroll processing experience
- Post-secondary education in Accounting, Business or Finance would be considered an asset
- Minimum two years' recent Canadian multiple-provincial payroll processing experience with a solid understanding of employment standards legislation across Canada
- Advanced excel skills in financial reporting
- Ability to work both independently as well as supporting fellow team members
- Strong written and verbal communication skills
- Excellent time management skills and attention to detail due to working with competing priorities
- Ability to maintain confidential information in an ethical and professional manner
- Demonstrated knowledge of

clerical accounting • Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times, even when under pressure • Strong work ethic and positive team attitude • Experience working in Dayforce software is an asset
