

Payroll Administrator / Accounting Assistant

Position Summary:

As Payroll Administrator / Accounting Assistant to the Financial Controller, you will be part of a dynamic group of construction professionals taking civil utilities and infrastructure projects. This position is an integral part of the finance and administration team, providing support in several areas.

Duties and Responsibilities:

- Obtain and maintain payroll accounts
- Initiate and implement operating procedures for payroll and benefits
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare weekly, monthly and quarterly reports
- Administer new hires and departures and maintain confidential personnel record
- File all correspondence, emails, and documents to the corresponding file

Education and Qualifications:

- Post-secondary education related to accounting, business administration or an equivalent combination of training, education and experience.
- 5+ years of accounting, bookkeeping and accounting systems experience.
- Experience in the Construction Industry considered an asset.

Skill Requirements:

- Excellent computer skills and proficiency with Microsoft Office Suite.
- Experience with Sage 100 considered an asset.
- Well organized, fast learner and excellent time management skills.
- Excellent problem solving and communication skills.
- High level of attention to detail and accuracy.
- Strong leadership and interpersonal skills.
- Proactive thinking

Compensation:

This is a fulltime position, with some flexibility. Wacor offers a competitive compensation and benefits package which will be commensurate with experience and education.

About Wacor:

Wacor Holdings Ltd. has grown from a small family operation to one of the largest civil infrastructure contractors on Central Vancouver Island. Possessing a large fleet of trucks and equipment, the company has a diversified background in several construction markets. Wacor's list of completed jobs includes roads and highways, mining, airport runway rehabilitation, infrastructure replacement, residential and commercial subdivision developments, and landfill closure projects. Wacor is currently implementing its growth strategy by hiring and investing in experienced leaders in the construction industry who share the same vision of safety, quality, and service.

Wacor supports a collaborative team environment and values motivated individuals who take pride in their work. If you want to be part of an energetic, exciting team of professionals, and want to work in an environment where hard work is recognized, appreciated and rewarded, please apply for this position by emailing your cover letter and resume to Tonya.Milton@wacor.ca

Please note that only those who are shortlisted for an interview will be contacted. We would like to thank all applicants for their time and interest in applying to this position.