



4266 Middle Point Drive
Campbell River, BC V9H 1N6
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Payroll / Benefits Administrator

The Payroll and Benefits Administrator reports directly to the Senior Accountant of Badinotti Net Service Canada and is responsible for performing a variety of Payroll and Benefits functions. Responsibilities include Bi-Weekly Payroll, Monthly Payroll Reconciliations, Benefits and Government remittances and correspondence, and other Financial/Payroll duties as assigned.

Areas of Responsibility:

- Preparation and processing Bi-Weekly Hourly and Salary payroll with high accuracy and meeting deadlines
- Benefits, WCB, MSP (y2019 Heath Tax) administration and reconciliation to the General Ledger,
- Administer Garnishments per legislative Requirements.
- Process ROE's accurately within the required timeline per Service Canada guidelines
- Prepare Payroll documentation and improving the business processes within Payroll and benefits section in finance.
- Process T4 slips and reconcile to Government remittances
- Setting up New employee files within the two payroll systems.
- Supports the Senior Accountant with various internal and external Finance/Audit requirements

Qualifications & Skills:

- At least 2 Plus experience in similar position
- Canadian Payroll Association "PCP certification, or working towards designation will be considered as asset
- Payroll System Experience (I.e.: EasyPay and Replicon) preferred
- Some Accounting experience is an asset.
- Intermediated to Advance knowledge of Excel is a must.
- Proven ability to effectively prioritize and organize work flow to ensure deadlines are met in a fast-paced environment
- Excellent interpersonal and communication skills, both written and verbal

If you possess the necessary qualifications and skills, please forward your cover letter and resume by February 19, 2019 to:

Brett Lambert, Senior Accountant
Email: brett.lambert@badinotti.com

Please insert Payroll/Benefits Administrator into email subject line