



## Payroll and Benefits Supervisor – Maternity Leave

Fraser River Pile & Dredge (GP) Inc. is Canada's largest Marine Construction and Dredging contractor. The company is privately owned with operations mainly in Western Canada and the Northwest Territories.

We are seeking a Payroll and Benefits Supervisor for a 13-15 month maternity relief contract. Reporting to the Controller, under minimal supervision, the Payroll Supervisor oversees all Payroll and Benefit Administration for the company.

### Key Responsibilities:

- Oversees the accurate and timely processing of three weekly and two bi-weekly payrolls using Timberline Sage 300 accounting software.
- Preparation of statutory deduction remittances and garnishments.
- Processing and administration of all benefits.
- Pensions, RRSP and TFSA administration.
- Preparing and reconciling all monthly union dues.
- Preparing, analyzing and reconciliation of quarterly and annual WorkSafe BC remittances.
- Compiling, reconciling and preparing all payroll data for completion of year-end and T4s, T4As, T5s and summaries.
- Oversees the day-to day payroll activities of the Payroll Administrator.
- Prepare ad hoc reports related to pay, benefits, labour hours and WorkSafe for various departments.
- Reconcile all payroll accounts; preparing monthly and annual payroll journal entries.
- Administer, calculate and reconcile vacation and banked time for all salaried employees.
- Develop and implement programs and procedures; recommending necessary changes to improve payroll functions.
- Provide guidance and interpretation on all payroll policies and procedures.

### Required Skills:

- Ability to multitask and use sound judgment in organizing and prioritizing workload.
- Strong interpersonal, written/verbal communication skills with a high level of confidentiality comprehension.
- Detail orientated with ability to work with accuracy under pressure.
- Knowledge of the Timberline Sage 300 payroll system.
- Requires working knowledge of accounting procedures and prior experience in the application of company practices.
- General knowledge and interpretation of BC Employment Standards and Labour Laws.
- Ability to maintain sustained attention to detail in preparing, recording and auditing of payroll and related transactions.

### Qualifications:

- 7-10 years payroll experience.
- Previous experience completing Payroll in a complex multi-union work environment considered an asset.
- Accounting degree or some post-secondary courses in Accounting considered an asset.
- PCP or CPM certification required.

### Qualified candidates are invited to submit their application to:

Email to: [careers@frpd.com](mailto:careers@frpd.com) (please state job title in email subject line)

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*