

PAYROLL ADMINISTRATOR

SURREY, BC

\$60,000 – 80,000

ABOUT ALLIED BLOWERS

On behalf of our client, Allied Blower and Sheet Metal, we are searching for a Payroll Administrator to join their team in Surrey, BC. Since 1974, Allied Blower has gained a solid reputation as a leading air system expert in Canada. They supply dust and particulate extraction and pneumatic conveying systems for industrial applications. They offer a wide range of products and services and turnkey systems with proven technology. Allied Blower works with its customers and technology suppliers to find the best solution for specific requirements and develop solutions through close collaboration with engineering services, extensive manufacturing capabilities, and local installation. Allied Blower currently operates six branches, including one in the U.S.

Reporting to the Controller, The Payroll Administrator ensures that all aspects of the payroll cycle for 100+ employees and benefits administration are processed in a timely and accurate manner in accordance with Company and government policies. This position also plays a key role in the financial period-end closing process by providing support in reconciliations of accounts. This position will spend about 70% of the time on payroll and the rest on accounting tasks.

KEY RESPONSIBILITIES

- Processing Payroll, which includes uploading timecards to ERP system (Microsoft Navision) and processing salaried payroll and Union hourly payroll, in both Canada and USA
- Processing monthly Union reports for various locations and reconciling reports with payroll records, ensuring submissions are made timely and accurately
- Handling enquiries regarding payroll and liaising with payroll service provider and Unions
- Preparing ROEs, T4s
- Preparing WCB reports to various provinces
- Processing Live Out Allowances through EFT and properly record in accounting system
- Assisting in administration of office employee benefits plan
- Assisting in preparation of costing entries into ERP system
- Assisting in month-end closing, including preparation of bank and account reconciliations, investigating and resolving discrepancies
- Other duties as assigned by management

SKILLS AND QUALIFICATIONS

- Excellent organizational skills and attention to detail
- Excellent knowledge of MS Office, particularly in Excel (understanding of workbook structures)
- 5+ years of payroll processing experience in a multi-location environment in construction / manufacturing industries, with experience in dealing with Labour Union a definite asset

- Comfortable working with different departments and with production staff in multiple locations
- Completion of Canadian Payroll Certification an asset
- Experience in working with US payroll an asset
- Knowledge of generally accepted accounting principles and ASPE
- Ability to handle sensitive information with confidentiality and professionalism

If you are interested in learning more about this opportunity, please forward your resume to daniela.sanpedro@mnp.ca or call 778-372-5322. We thank all candidates for their interest however only those selected for an interview will be contacted.

Please submit your application through MNP's official process and avoid making speculative approaches to Allied Blower or its staff members, as such approaches will not support your application.