

**PAYROLL ADMINISTRATOR**

<b>Area of Relevancy</b>	;#Sea to Sky;#
<b>Company / Employer</b>	Whistler Personnel Solutions
<b>City of the Job</b>	Whistler
<b>Address of the Job</b>	
<b>Job Type</b>	;#Part Time;#
<b>Availability Requirements</b>	;#3 days per week, 9 am to 5 pm, Mon to Wed on payroll weeks, flexible on non-payroll weeks.;#
<b>Level / Salary Range</b>	Competitive wage based on experience.
<b>Years of Experience</b>	1-2 years
<b>Position Area</b>	Skilled
<b>Date Job Posted</b>	3/7/2019 12:00:00 AM
<b>Application Deadline</b>	3/31/2019 12:00:00 AM
<b>Contact Name</b>	Jacki Bassillion
<b>Contact Phone Number</b>	
<b>Contact Email</b>	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
<b>How to Apply</b>	<a href="http://www.whistler-jobs.com/job/payroll-administrator/">www.whistler-jobs.com/job/payroll-administrator/</a> Applications received via email will be redirected to the website
<b>Job Description</b>	<p>Join this exciting and youthful organization as their Payroll Administrator. Ideal for someone with some experience in accounting who is detail-oriented and solution focused with a passion for numbers! Offering a competitive salary, flexible part-time schedule and the opportunity to advance.</p> <p><b><i>Duties / Responsibilities include:</i></b></p> <ul style="list-style-type: none"> <li>- Investigate and resolve payroll issues with management at various operating locations</li> <li>- Create and/or run reports from payroll or time and attendance system.</li> <li>- Act as a time and attendance system administrator.</li> <li>- Ensure the timely processing of journal entries into the accounting system.</li> <li>- Prepare reconciliations for payroll accounts.</li> <li>- Prepare and submit payroll deductions and remittances on a timely basis and ensure records are up to date.</li> <li>- Prepare and process commission reports for payment.</li> </ul>

**WorkBC Employment Services – Job Posting**

	<ul style="list-style-type: none"> <li>- Prepare T4's, ROE's, and various payroll reports as requested.</li> <li>- Reconcile payroll deductions for annual reporting.</li> <li>- Update payroll system with employee information packages ensuring all information is received and accurate.</li> <li>- Report/pay quarterly/yearly Work Safe BC reconciliations.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- Minimum 2 years' experience in a similar position.</li> <li>- Strong knowledge of time and attendance systems is required.</li> <li>- Experience with hourly and salaried payroll.</li> <li>- Accounting knowledge sufficient to perform journal entries and payroll account reconciliations.</li> <li>- Ability to exercise tact and discretion in dealing with sensitive and confidential information.</li> <li>- Strong computer skills; MS Office.</li> <li>- Solutions-oriented and strong attention to detail.</li> <li>- Impeccable organizational skills.</li> <li>- Exceptional interpersonal and communication skills.</li> <li>- Ability to make decisions in conjunction with multiple stakeholders. -</li> <li>- Excels in a team environment.</li> <li>- Self-starter – ability to jump into the middle of problems and obtain effective results.</li> <li>- Ability to think about big-picture strategy and bottom-line results.</li> </ul> <p><b><i>Additional Information About the Role:</i></b></p> <ul style="list-style-type: none"> <li>- Part-time, 24 hours per week leaving plenty of time to enjoy all the activities that Whistler has to offer.</li> <li>- 3 days per week, 9 am to 5 pm, Mon to Wed on payroll weeks, flexible on non-payroll weeks.</li> <li>- Be a part of one of Whistler's best accounting teams.</li> <li>- Strong potential for growth and advancement with an organization that is dedicated to staff success.</li> </ul>
<b>Opportunity Type</b>	?