

Title: Payroll Clerk

Term: Temporary, Full-Time

Location: Coquitlam, BC

Date Posted: April 25, 2017

Closing Date: Open Until Filled

ROKSTAD STRATEGIC INTENT

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

SUMMARY

This role will report directly to the Payroll Lead and work closely with People Development. Duties can change as the role calls for flexibility and an enthusiastic personality with a desire to assist and enable all segments of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee weekly payroll cycle for multiple unions, provinces and corporate jurisdictions;
- Data entry and reconciliation of hourly timesheets and special payments;
- Process employee garnishment deductions and remittances;
- Complete ROEs and other government forms;
- Collect, calculate, and enter time and attendance data;
- Update payroll records with exemptions, insurance coverage, savings deductions, personal information, new hires, transfers, etc.;
- Resolve payroll discrepancies by collecting and analyzing information and respond to questions or requests for payroll information;
- Ensure all statutory filings requirements are satisfied including WCB registrations and union remittances;
- Design and compile standard reports for various internal and external stakeholders;
- Ensure policies, procedures and controls are in place and adhered to;
- Drive continuous improvement within the payroll function, develop and execute payroll process improvements and implementation plans;
- Maintain employee confidence and protect payroll operations by maintaining confidentiality;
- Oversee year-end process;
- Other duties as required.

JOB REQUIREMENTS

- Self-starter who is able to multi-task;
- Strong computer skills including Word, Excel, PowerPoint and Outlook;
- Detail oriented, methodical, with fast data entry skills;
- Flexible and able to work well under deadlines and changing priorities;
- Demonstrated ability to work collaboratively with other departments;
- Solid interpersonal and communication skills (both oral and written);
- Demonstrated ability to act with discretion, confidentiality and good judgement.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Payroll Compliance Practitioner Certificate or equivalent related education;
- Minimum (3) three years' experience in a similar role
- Previous experience working in a union environment;
- Electronic Wage Reporting System experience;
- Construction industry experience an asset;
- Experience and understanding of dealing with sensitive payroll issues and respect for confidentiality.

CORPORATE COMPLIANCE RESPONSIBILITIES**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important.

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger.

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values.

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.