

## ABENGOA T&I ULC

Abengoa T&I is an engineering, procurement and construction company, specializing in power transmission lines and renewable energy power plants. We are currently seeking a Payroll Specialist to join our team in our Sydney, Nova Scotia and Stephenville, Newfoundland offices.

### Job Title: Payroll Specialist

The **Payroll Specialist** role requires a detail-oriented person who is able to handle multiple deadlines and priorities with a high level of accuracy. Must be a self-starter, be able to work with minimal supervision.

#### Essential functions:

- Produce an accurate and timely payroll; review of timesheets, computing pay in accordance with Federal and provincial laws.
- Prepare Certified Payroll reports, ensure compliance with Prevailing Wage, Living Wage and union requirements.
- Review and ensure timely reporting of all payroll withholding tax payments to appropriate agencies/states.
- Reconcile all payroll liabilities to the general ledger and prepare monthly payroll accrual entries.
- Review all quarterly payroll tax reconciliations Respond to employee inquiries regarding payroll and timekeeping.
- Assist the Payroll Supervisor with expatriate payroll.
- Other duties as required.

#### Qualifications:

- Understanding of Canada payroll regulations
- Union payroll experience.
- International payroll experience a plus.
- Full knowledge of standard payroll policies and procedures to include the monthly federal and provincial tax payment regulations, quarterly tax reporting requirements and year-end processing.
- Pay works experience preferred.
- Must be a self-starter, be able to work with minimal supervision, and have strong communication, and problem solving skills.
- Minimum of 3 years of payroll experience.
- Bilingual Spanish a plus.

Abengoa Transmission & Infrastructure is a Drug Free Workplace. The successful applicant must submit to, and pass, the company drug screening process, and remain in compliance with company policies.

**To apply** please email resumé and cover letter to Eileen Yirsa at [Eileen.yirsa@abengoa.com](mailto:Eileen.yirsa@abengoa.com)

Equal Opportunity Employer