

The Butchart Gardens is looking for an individual to fill the following position:

DEPARTMENT: ACCOUNTING
POSITION: PAYROLL CLERK

The Payroll Clerk will process timely and accurate semi-monthly payroll including preparation of payroll reports and maintenance of the timekeeping database for over 500 (at peak season) employees.

Duties:

- Maintain the accuracy and integrity of the time-keeping database, Kronos, for all employees
- Responsible for the timely and accurate processing and payment of semi-monthly payroll
- Ensure setup/termination of employees and employee benefits are done in a timely manner
- Review daily exceptions in the time-keeping system
- Prepare labour hours, vacation and banked time reports for departments
- Assist with T4s and various month-end and year-end payroll reports
- Prepare ROEs
- Ensure compliance with applicable federal/provincial laws, regulations, rules, standards and guidelines as it applies to payroll, and to keep current by attending courses, workshops, webinars, seminars etc.
- Ensure compliance with company policies as it applies to payroll
- Respond to payroll queries from staff
- Be backup for the payroll administrator
- Perform other accounting and ad hoc duties assigned by the department Manager

Qualifications and Skill Requirements:

- 1 to 2 years previous payroll experience
- Completion of level 1 and 2 accounting courses or equivalent accounting experience
- PCP certified, an asset
- Familiarity with Kronos or other similar time-keeping systems, an asset
- Knowledge of the Employment Standards Act and the BC PIPA
- Proficiency in MS Office Suite with advanced Excel skills
- Demonstrated experience exercising confidentiality and discretion
- Excellent verbal and written communication skills
- Strong attention to detail and high level of accuracy
- Ability to work well under pressure
- Strong organizational skills and ability to set priorities and multi-task
- Service-oriented and self-motivated and able to work with minimal direction
- Responds well to continuous change, frequent interruptions and changing priorities

This is a full-time, year-round position, offering 40 hours per week. The position works primarily Monday to Friday however there are seasonal requirements for weekend work and statutory holidays. Remuneration will be commensurate with the level of responsibility and the qualifications of the candidate.

Please submit a cover letter and resume to the Human Resources Department. The Butchart Gardens, 800 Benvenuto Ave, Brentwood Bay, BC V8M 1J8, e-mail: hr@butchartgardens.com or fax: 250-544-4455.

We sincerely thank all those who apply, however, only those short-listed will be contacted.