

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 employees
- Responsible for the timely and accurate processing and payment of semi-monthly payroll
- Ensure setup/termination of employees are done in a timely manner
- 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
- Maintain various spreadsheets
- Respond to payroll queries from staff
- Assist with T4s and various month-end and year-end payroll reports
- Work under the direction of the payroll administrator as well as backup in their absence.
- 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
- Payroll Compliance Professional 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. Remuneration will be commensurate with the qualifications of the candidate. Starting from \$30.33/hr.

Please submit a cover letter and resume to the Human Resources Department. 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.