



## SENIOR PAYROLL & BENEFITS SPECIALIST

Collicutt Energy Services is a solutions-driven engine company specializing in manufacturing, repair, overhaul, and maintenance across all engine brands. We're known for doing things right, supporting our people, and continuously finding better ways to operate.

We're looking for a Senior Payroll & Benefits Specialist to take ownership of payroll and benefits across the organization. This role is ideal for someone who thrives on accuracy, understands compliance inside and out, and wants to own the full payroll cycle while supporting employees and driving continuous improvement.

### What's in it for you

- Competitive salary
- Full benefits package
- RRSP matching
- Stable, established company with long-term growth
- High-impact role with real ownership of payroll and benefits
- Collaborative, team-first culture

### What you'll be doing

- Process bi-weekly payroll for Canadian and U.S. employees with accuracy and timeliness
- Manage full-cycle payroll, including reporting, reconciliations, and year-end activities
- Administer group benefits, RRSP, and related programs
- Maintain accurate employee payroll data (status changes, ROEs, adjustments)
- Respond to employee inquiries related to payroll and benefits
- Ensure compliance with payroll legislation and employment standards
- Support payroll-related programs (garnishments, apprenticeship, Work-Share, etc.)
- Identify and implement improvements to payroll processes and efficiency

### What you bring

- Payroll Compliance Practitioner (PCP) designation – required
- Minimum 5+ years of payroll and benefits experience
- Experience processing payroll across multiple jurisdictions (Canada and/or U.S.) is an asset
- Strong knowledge of payroll processes, benefits administration, and compliance requirements
- Solid understanding of employment standards and payroll legislation
- Experience with payroll systems (ADP, Payworks, or similar)
- High attention to detail and accuracy — you catch what others miss
- Strong organization, time management, and ability to meet tight deadlines
- Ability to handle confidential information with professionalism
- Ownership mindset — you take accountability for total rewards processes

### How to Apply

Submit your resume to [hr@collicutt.com](mailto:hr@collicutt.com) with ***Sr. Payroll & Benefits Specialist*** in the subject line.