

## **Payroll & Benefits Administrator**

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Payroll & Benefits Administrator for our Red Deer Head Office to join our team. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

### **The successful candidate will be responsible for:**

- Process bi-weekly payroll for approximately 90 Canadian employees and 45 employees in California
- Generate payroll reports as requested and for post-payroll reporting
- Prepares and balances general ledger reports
- Coordinate all year-end activity related to both Canadian, US payroll
- Administer group benefits, RRSP programs and 401k Submissions
- Responsible for wage garnishments
- Answer daily employee questions on payroll and benefits
- Estimate and track WCB premiums
- Input data correctly into Collicutt payroll systems, Ex. status changes, ROE's
- Maintain all employee files and employee databases
- Manage apprenticeship program
- Manage Work-Share programs
- Maintain driver list and review eligibility to be on the company insurance
- Maintain confidentiality and security of sensitive information
- Stay current with employment standards and ensure Collicutt adheres to those standards

### **The position requires:**

- Business diploma required
- 3+ years of experience in payroll and benefits required
- Experience working in Payworks and/or ADP an asset
- Knowledge of and experience with California Prevailing Wage Jobs an asset
- HR experience would be an asset
- Excellent attention to detail and accuracy
- Ability to prioritize and organize workload to meet tight deadlines
- Highly conscientious and reliable
- Team player, who is also an independent thinker with the ability to remain objective
- Excellent problem-solving skills with strong analytical and decision-making skills
- Strong communication skills, both verbally and written
- Ability to communicate effectively with other departments in the organization
- An extremely high level of initiative
- Able to always ensure utmost confidentiality of confidential information
- Available for, and legally able to, travel internationally
- Commitment to Collicutt Core Values

This is an excellent opportunity to join a dynamic and growing organization. The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume to Human Resources, along with your salary expectation, and availability date by responding to this ad.

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~  
~ It's Fun to Win ~ Finding a Better Way

