
POSITION SUMMARY

We are searching for an experienced Payroll and Benefits Administrator to manage our bi-weekly payroll accurately and timely for both our Canadian and USA locations. The Payroll and Benefits Administrator is a member of the HR Team and manages the Human Resources Information system – Ceridian Dayforce

DUTIES AND RESPONSIBILITIES

- Process bi-weekly payroll for all salaried and hourly employees, as well as commission and bonus payments, in Canada and the USA
- Compile payroll data such as garnishments, vacation time, insurance and other deductions.
- Extract timesheets and review work hours for completeness and accuracy
- Prepare necessary payroll and tax payments and reports
- Provide guidance and respond appropriately to team members regarding payroll and benefits questions; proactively provide information affecting employee's benefits and salaries
- Revise/develop payroll and benefits procedures
- Maintain employee profiles, ensuring that they are up to date.
- Ensure all wage changes are made accurately and in time for effected pay periods
- Ensuring quality and accuracy of client data on HRIS and on all insurer's systems
- Accurately process enrolments, terminations, and changes to employee/member records on our internal benefit systems/HRIS
- Maintains awareness and ensures compliance with US and Canadian legal and regulatory requirements. Monitors the effect of these changes on the company and inform relevant key stakeholders, as needed
- Audits payroll/HRIS to ensure integrity of system and process
- Stay current with payroll regulations, standards and work methods.
- Prepare journal entries and accrual reports and reconcile remittances
- Supports the HR department projects and programs
- Perform other duties as assigned

SKILLS, EDUCATION & EXPERIENCE

- Minimum of 3 years experience payroll and group benefits administration or similar role
- Basic accounting knowledge required
- Demonstrated knowledge of payroll and payroll tax laws required.
- Strong multitasking and organizational skills and the drive to succeed in a fast-paced environment
- Ability to work with minimal supervision
- Love working with clients and teammates and building strong professional relationships based on trust



**PAYROLL AND BENEFITS
ADMINISTRATOR
LANGLEY, B.C.**

- High attention to detail with the drive to solve problems and improve processes
- Experience using Ceridian Dayforce
- Excellent verbal and written communication skills
- Advanced Microsoft Excel skills
- Experience with database programs and insurer systems preferred

THE REDWOOD ADVANTAGE:

- You get to work in an incredible space with amazing people who are passionate about maintaining a healthy and positive work environment
- Competitive compensation and profit sharing
- Vacation time
- Training and development opportunities
- Fitness facility
- Great dining space which includes kitchen stocked with healthy snacks
- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Work for an “essential service” company
- Casual business dress environment
- Regular employee appreciation events
- Amazing supportive culture!

HOW TO APPLY: If this role is of interest to you, please send us your resume to careers@redwoodplastics.com