



# Entertainment Partners Canada

## Payroll Services Administrator (Competition No. 20-EPCT-16)

Vancouver

● Career Development ● Exciting Challenges ● Great Opportunities

Full Time/ Permanent

Under the direction of the Senior Payroll Services Manager, the Payroll Services Administrator works as part of a team responsible for supporting the administration of payroll for our clients.

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### What you will do as a Payroll Services Administrator:

In conjunction with other Payroll Services Administrators and the Payroll Account Coordinators:

1. Assists the Payroll Account Coordinators with inputting of manual timesheets and extras, and importing of payroll files.
2. Vendorizes employee information into the payroll database.
3. At the discretion of the Senior Payroll Services Manager is assigned and processes post production payroll
4. Runs, assembles, and packages payroll reports
5. Responsible for filing all necessary documents and show information (deal memos, contracts, etc)
6. Prepares and reissues stop/stale dated cheques.
7. Provides support to all members of the Payroll Services team as required.
8. Administers garnishee orders and updates information in payroll software, including filing all garnishment orders and maintaining an up-to-date filing system for all active garnishments across both offices.
9. Handles enquires from employees, government agencies and other organizations regarding employee work history and earnings information.
10. Assists with registering Paying Agent accounts for clients with the provincial WC Boards, Finance departments, and any other government or agency.
11. Knowledge of internal system processes regarding Employer of Record and Paying Agent Accounts, including WCB, EHT and AoS
12. Assists with all Employer of Record and Paying Agent client accounts including, but not limited to, ROEs, Union, RRSP, WCB, Child Trust and Garnishee. Duties include administration and remittance processing, resolving issues with stakeholders, and maintaining supporting documentation, processing refund requests and overall account maintenance.
13. Assists in the completion of year end reporting for all WCB and Health/Payroll Tax accounts.
14. Assists with the Manual Tax Slip process.
15. Attends and participates in the Payroll Services Department meetings.
16. Performs other related duties as assigned by the Senior Payroll Services Manager.

## **What you should bring as a Payroll Services Administrator:**

### Essential

- 1 year experience in a clerical environment, preferably payroll
- Intermediate computer skills including MS Word, Excel and Outlook
- Ability to work effectively in a fast-paced, deadline oriented environment
- Ability to work within a team environment.
- Excellent interpersonal, organizational and communication skills

### Desirable

- Completion of CPA's Payroll Compliance Legislation course or CPA Level 1 – Introduction to Payroll
- Basic knowledge of accounting

### **Hours of Work**

The hours of work are 8 hours per day, Monday to Friday. Some overtime may be a requirement of this position.

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