

PAYROLL COORDINATOR

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

JOB DESCRIPTION:

Builder of the year 22 times. Picture a career with us.

We currently have an opening for a **Payroll Coordinator**, reporting to the Director, People and Culture. The Payroll Coordinator is responsible for all aspects of company payroll, including payroll-related accounting. This role works collaboratively with our Human Resources Generalist and company leaders, applying payroll expertise to ensure a positive employee experience and compliance with regulations and legislation.

A day in the life of a Payroll Coordinator:

- Complete all payroll-related functions with approximately 350 employees. Including coordinating timely transmission of all standard and non-standard payments such as bonuses.
- Act as the Payroll Subject Matter Expert, responding to inquiries from management and employees and providing guidance and recommendations for problem resolution.
- Ensure compliance with regulations and legislation.
- Create payroll journals for 9 companies.
- Complete payroll-related accounting reconciliations and research discrepancies.
- Manage the year-end payroll process, including any adjustments for taxable benefits.
- Meet with financial auditors on a semi-annual basis to review processes and supply reporting documentation as requested.



Performance lives here.

- Enter data and maintain accurate Payroll and HR information systems and files.
- Provide back-up to our People & Culture team as required.
- Make recommendations leading to innovation and continuous improvement in our employee experience and the performance of our team.

What you will bring to the table:

- Currently working on or completed payroll designation through the National Payroll Institute.
- 2-5 years experience working in a People & Culture and/or payroll department.
- 2-5 years using an HRIS system. Experience in ADP WorkForce Now would be considered an asset.
- Knowledge of CRA regulations, employment legislation and associated regulatory bodies.
- Excellent communication skills.
- Customer-focused attitude, with high level of professionalism and discretion.
- Organization and flexibility to adapt to multiple and competing priorities.
- Strong attention to detail and analytical skills.
- Strong ability level with MS Office suite.

As a 2022 Best Managed Company, we will provide you the following:

- Salary Range between \$62,000- \$72,000
- Flexible health and dental benefits.
- Employee matching group RRSP program
- Opportunity to participate in a unique Jayman Employee Investment program.
- Customized Training Programs. Continuing education is a focus at Jayman and you have the opportunity to participate in annual education & training.
- Opportunity for growth and career advancement.



- Employee Discounts.
- Social Club events.
- On-site gym & parking.

Do you see the potential? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 30 thousand homes built in the last 43 years. Please apply with your resume and cover letter to: careers@jayman.com

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.