



ONE OF OUR AMAZING CLIENTS

CALGARY, AB

PAYROLL / BENEFIT ADMINISTRATOR

We are seeking for a highly motivated, individual contributor to a newly created Payroll and Benefits role at one of our amazing clients.

The successful candidate will be responsible to oversee all payroll and benefits administration for the organization. The right individual will bring strong attention to detail to the team as well as exceptional verbal and written communication skills. This is a full time, permanent position.

RESPONSIBILITIES:

Payroll Administration

- Bi-monthly payroll and all associated financial reporting
- Documentation of all processes associated with payroll, including auditing protocols
- Communication of all changes and information to the organization as it relates to payroll

Benefits Administration

- Serve as the point of contact for team members with questions regarding benefits, including organizing information sessions
- Liaise with the organization's benefits provider as needed regarding any changes in benefits premiums
- Assist Executive team members with benefits claim submissions as needed
- Responsible for company-wide communicates as it pertains to benefits information
- Support the coordination and completion of benefits-related paperwork

Other Administration Responsibilities

- Act as the point of contact for all vendor related data requests and updates
- Prepare and manage the storage of sensitive and confidential information, ensuring compliance with company policies as well as provincial or federal standards
- Other administrative needs as required

QUALIFICATIONS:

- CIPP/C Certification required
- PCP Certification required
- CPA Level 1 considered an asset
- 5 years of previous experience in payroll and benefits administration role
- At least 1 year of experience in payroll administration software applications such as Ceridian Powerpay
- Excellent time management skills and ability to prioritize work



employee experiences that matter

- Strong organizational skills and the ability to multi-task
- Superior communication skills both written and verbal
- Attention to detail and problem solving skills

COMPENSATION: \$58,500 to \$66,500
Benefits
RRSP Matching
3 weeks of vacation to start
Annual bonus

TO APPLY:

To apply, please submit all resumes to careers@elevated.com. We thank all applicants for their interest, however only those deemed qualified by our hiring manager will be contacted. **No phone calls please.**