

**Title: Payroll Clerk**

**Term: Temporary, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: July 31, 2017**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

This temporary role will report directly to the Payroll Lead and work closely with People Development. Duties can change as the role calls for flexibility and an enthusiastic personality with a desire to assist and enable all segments of the company.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee weekly payroll cycle for multiple unions, provinces and corporate jurisdictions;
- Data entry and reconciliation of hourly timesheets and special payments;
- Process employee garnishment deductions and remittances;
- Complete ROEs and other government forms;
- Collect, calculate, and enter time and attendance data;
- Update payroll records with exemptions, insurance coverage, savings deductions, personal information, new hires, transfers, etc.;
- Resolve payroll discrepancies by collecting and analyzing information and respond to questions or requests for payroll information;
- Ensure all statutory filings requirements are satisfied including WCB registrations and union remittances;
- Design and compile standard reports for various internal and external stakeholders;
- Ensure policies, procedures and controls are in place and adhered to;
- Drive continuous improvement within the payroll function, develop and execute payroll process improvements and implementation plans;
- Maintain employee confidence and protect payroll operations by maintaining confidentiality;
- Oversee year-end process;
- Other duties as required.

### **JOB REQUIREMENTS**

- Self-starter who is able to multi-task;
- Strong computer skills including Word, Excel, PowerPoint and Outlook;
- Detail oriented, methodical, with fast data entry skills;
- Flexible and able to work well under deadlines and changing priorities;
- Demonstrated ability to work collaboratively with other departments;

- Solid interpersonal and communication skills (both oral and written);
- Demonstrated ability to act with discretion, confidentiality and good judgement.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Payroll Compliance Practitioner Certificate or equivalent related education;
- Minimum (3) three years' experience in a similar role
- Previous experience working in a union environment;
- Electronic Wage Reporting System experience;
- Construction industry experience an asset;
- Experience and understanding of dealing with sensitive payroll issues and respect for confidentiality.

### **CORPORATE COMPLIANCE RESPONSIBILITIES**

#### **We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

#### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

#### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

#### **We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

#### **We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.

## ROKSTAD POWER

**ROKSTAD**

A Carillion company

Local delivery. Global expertise.

- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

### **We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

## COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education. If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.