

**Title: Payroll Manager**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**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**

The Payroll Manager is responsible for managing the company's payroll process, supervising and training the payroll team and implementing procedures to streamline processes and provide an efficient and accurate payroll service. This role will report directly to the Controller and work closely with Human Resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee weekly payroll cycle in Canada and US for multiple unions, provinces and corporate jurisdictions;
- Provide leadership and guidance to the Payroll team of professionals, and ensure operational requirements are met by scheduling, assigning and monitoring work for accuracy and timeliness;
- Lead the annual Performance Review process for the Payroll team, under guidance of the Controller;
- Ensure all statutory filings requirements are satisfied including WCB registrations and union remittances;
- Work with the Human Resources team to ensure all Employee Agreements and Job Descriptions are on file;
- Work with Project Accountants to ensure that payroll data entry is correct and timely for hours and rates coming from the field for projects;
- Oversee and supervise the process of monthly, quarterly and annual reconciliations of general ledger accounts associated with the payroll process;
- Work with the Controller and the Payroll team to produce annual T4's and W2's;
- Supervise the process of updating the annual WCB rates and EI rates, along with required updates to any union rates and/or benefits definitions;
- Work with the Controller to respond to audit requests related to payroll;
- Lead the review of integrity reports on a regular basis, and collaborate with the Controller and Information Technicians to ensure the successful resolution of any issues;
- Oversee any communication that is released to employees regarding changes, new implementations, or programs;
- Resolve payroll discrepancies by collecting and analyzing information and respond to questions or requests for payroll information;
- Monitor changes in payroll legislation for all provinces and states and ensure legal compliance;
- Address escalated customer issues and solve problems within the team;
- Drive continuous improvement within the payroll function, develop and execute payroll process improvements and implementation plans;
- Ensure all members of the Payroll team are appropriately trained;
- Other duties as required.

**JOB REQUIREMENTS**

- Strong computer skills including Word, Excel (Intermediate), and Outlook;
- Detail oriented, methodical, with fast data entry skills;
- Ability to multitask, establish priorities and work independently;
- Ability to interpret and apply union agreements;
- Proven aptitude for quick creative and technical thinking with acute attention to detail;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Flexible and able to work well under deadlines and changing priorities;
- 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;
- Able to meet timely deadlines and ensure appropriate response times;
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Bachelor's Degree or Diploma in Finance, Accounting or Business Administration;
- Payroll Compliance Practitioner (PCP);
- Certified Payroll Manager (CPM) designation and/or enrollment in or completion of Canadian Professional Accountant (CPA) program is preferred;
- Minimum six (6) years of experience working in payroll of which three (3) years has been in a leadership capacity with accountability for year-end processing;
- Extensive knowledge of labour standards in multiple provinces and states;
- Must have experience processing both Canadian and US payroll;
- Experience with mentoring, coaching and performance management;
- Previous experience working in a union environment required;
- Electronic Wage Reporting System;
- Experience and understanding of dealing with sensitive payroll issues and respect for confidentiality;
- Construction industry experience an asset.

**WORKING ENVIRONMENT**

- Overtime will be required;
- Flexibility to work on statutory holidays or on the weekends as require.

**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.

## ROKSTAD POWER

### **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.
- 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.

## ROKSTAD POWER



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.