



PAYROLL & HUMAN RESOURCES ADMINISTRATOR

Objective & Purpose

This role is a shared resource between Human Resources and Payroll. The primary responsibilities are to support the day-to-day activities of both departments, approximately a 50-50 division of time.

1. In payroll, the primary responsibilities are to assist and act as the back-up payroll person for the bi-weekly payroll processing activity using the electronic time-keeping application, plus other supportive functions.
2. In HR, the primary responsibilities are to perform administrative functions of day-to-day HR tasks, such as maintaining personnel records, recruitment activities, on-boarding new employees, updating various reports and trackers.

Principle Duties & Responsibilities

- Responsible for the full cycle payroll
- Examine all payroll documents submitted for input and verify accuracy to ensure all transactions are properly supported
- Data entry of new hires, re-hires, and any other payroll related changes in the payroll system.
- Prepare Record of Employment and submit them electronically to Service Canada through the payroll system.
- Create, maintain, and manage all personnel files for both full and part-time staff from date of hire to date of separation.
- Conduct Background and credit checks
- Full-cycle Recruitment: job postings, post ads on online job boards, screen resumes and conduct pre-screening interviews, conduct telephone reference checks, and draft offer letters.
- Onboarding of new hires.
- Develop relationships with recruiters, schools, and any other party that can help advance our recruitment efforts.
- Report and maintain all work-related injuries, complying with provincial and federal regulations.
- Maintain various reports and trackers.
- Maintain physical personal files as well as digital files.
- Biweekly payroll processing in ADP Workforce Now
- Add new hires and terminate employees as needed
- Maintain employee payroll information and pay adjustments
- Maintain and reconcile benefit deductions



- Sort and deliver pay stubs
- Promote employee online ADP registration and assist when needed
- Complete RRSP termination letters as required
- Filing of employee payroll records

Education, Training & Experience

- Post-Secondary education in a related field.
- A minimum of 1 to 2 years of work experience in a payroll role is preferred, with some HR experience.
- Canadian Payroll Association (CPA) certification is considered an asset.
- Chartered Profession Human Resources (CPHR) certification is considered an asset

Skills and Competency Requirements

- Ability to work under time constraints to ensure deadlines are met.
- Must be proficient in Microsoft Office products.
- Ability to work in a team environment.
- Excellent communication (both oral and written) and interpersonal skills.
- Can handle confidential information ethically and professionally.
- Effective attention to detail and a high degree of accuracy.
- Ability to problem solve, make decisions, and exercise good judgment.
- Strong math skills.

Only those who will be considered for the next step of the application process will be contacted.

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com