

Payroll Advisor

Job Requisition	JR805252 Payroll Advisor (Open)
Job Family	Admin SUP-4
Start Date	09/01/2022
End Date	09/17/2022
Primary Posting	No
External Posting URL	https://capitalpower.wd10.myworkdayjobs.com/External/job/Edmonton-AB/Payroll-Advisor_JR805252
Description	A little about Capital Power

Capital Power (TSX: CPX) is dedicated to powering a sustainable future for people and planet. Headquartered in Edmonton, Alberta, we're a growth oriented North American power producer that creates innovative electricity solutions to electrify the world reliably and affordably while protecting the planet for future generations. We're passionate about our employees and place their entire wellbeing at the center of our people strategy. We are proud to foster a culture that values diversity, equity, and inclusion; recognizing this is paramount to help grow our company and reach our net carbon neutral by 2050 goal. We're proud to foster an inclusive environment where employees are empowered to be their best, make meaningful contributions and go home safe every day.

Your Opportunity

One Permanent Full Time Position.

Do you enjoy working with numbers and getting into details ? If you are someone eager to learn, work hard, and knows how to have fun at the same time, we want to hear from you!

Capital Power is looking for a Payroll Advisor to join our People Services team!

As a Payroll Advisor, you will be interpreting, analyzing, and complying with federal and provincial legislation and regulations. You will have a good grasp of employment contracts, collective agreements, corporate policies, and third-party contracts.

You will contribute to our team by

- Full cycle Canadian payroll (bi-weekly, monthly pensioners, quarterly board).
- Processing of bi-weekly US payroll using ADP Workforce Now.
- Accurate and timely preparation of all Canadian and US Payrolls while ensuring appropriate checks and balances are completed in accordance with prescribed timelines and procedures.
- Apply technical knowledge to achieve timely delivery of employee compensation payments in accordance with applicable laws, regulations, contracts, and agreements.
- Audit employee and payroll data changes related to pay, pension, benefits, etc.
- Create reports & analyze information for use by others as well as the payroll team.
- Prepare remittances to Receiver General and other third-party vendors.
- Maintain employee files to ensure all documentation related to employment is accurate and stored appropriately.
- Provide effective responses and follow up to all external & internal inquiries and requests.

- Participate in configuration testing in Workday for updates or program changes.
- Work as a part of a team to continuously improve processes, practices, and efficiency of day-to-day payroll operations through proactive & efficient problem-solving techniques.
- Assist in annual T4 and W2 processing and other year-end duties as required.
- Participate in payroll team projects as required.

What you will bring to the role

Education

- Payroll Compliance Practitioner (PCP) certificate is required.

Experience:

- Minimum 5 years of payroll experience.
- Experience with US payroll will be preferred.
- Advanced level of proficiency in Microsoft Excel is an asset.
- Knowledge of payroll processes including Federal & Provincial Employment Standards and regulations, including collective agreements.
- Excellent communication skills with strong attention to detail required.
- Proven ability to organize and prioritize workload to meet strict deadlines.
- Strong analytical and verbal/written communication skills.
- Demonstrated initiative in recognizing efficiencies and implementing process improvement initiatives.
- Experience with WorkDay, ADP & LAPP pension plan is an asset.

Working Conditions:

- Hybrid Office/Work from home position.

Additional Details

Wage Range: \$33.77

Union: CSU52

Hours of Work: 8 hours per day, 40 hours per week

Clearance of Credit check is required for this position.

In order to be considered for this role you must be legally eligible to work in Canada.

The successful candidate for this position will undergo an education verification, reference checks and criminal record check.

Capital Power employees that refer a successful candidate for this position are eligible for a **\$1000** Referral Reward!

We offer a highly flexible benefits and wellbeing program, comprehensive onboarding and training, and various development opportunities to support your success and personal growth.

How To Apply and Next Steps

Capital Power only accepts resumes via online application at www.capitalpower.com/careers. If you choose to submit your resume by any other means, we cannot guarantee that your application will be considered for vacancies.

Applicants with disabilities who require a reasonable accommodation to complete their application can request accessible formats, communication support, or other accessibility assistance by contacting careers@capitalpower.com.

Capital Power is committed to providing a fair and transparent hiring process. We recognize and embrace the value of diversity and hire employees with the appropriate skills, experience and knowledge for each position.

Thank you for taking the time to apply and expressing interest in powering a sustainable future with Capital Power! We wish that we could personally respond to everyone who applies; however, it is our practice to contact only those individuals selected for interviews.

Worker Sub-Type	Permanent
Location	Edmonton, AB
Time Type	Full time
Locations	
Supervisory Organization	Employee Relations