



Payroll Administrator – Port Coquitlam, BC

CIMS Limited Partnership is seeking a **dynamic problem solver who is a detail-oriented, organized person with proven payroll experience to fill the role of *Payroll Administrator*.**

In the position of ***Payroll Administrator***, you will be responsible for processing hourly payrolls for union & non-union employees across multiple provinces and assisting with payroll system implementation projects.

You will be accountable for:

- Support the CIMS culture, values, and business strategy.
- Responsible for full-cycle weekly hourly payrolls for multiple unions and multiple provinces.
- Perform payroll processing, GL posting, benefits admin, and reporting for each pay period.
- Validate time reports, audit the pay rate exceptions, and allocate job costing properly.
- Process new hires, rehires, leave, layoffs, and terminations accordingly.
- Prepare and reconcile monthly union dues & fringe benefits remittances.
- Assist with year-end processes, including the preparation of T2200 and T4s.
- Reconcile statutory remittances, WCB, and EHT payments weekly, monthly, or quarterly.
- Adhere to all payroll procedures and processes and ensure compliance with legislations such as Employment Standards, Canada Customs and Revenue Agency and Income Tax Act & Regulations.

A successful candidate would be an individual who:

- A PCP certificate is required.
- 3-5 years of experience with full-cycle payroll in a high-volume payroll administrator role
- Experience using and administering the ADP WFN payroll system is preferred.
- Experience implementing/changing payroll systems is a plus.
- Intermediate to advanced Excel skills and ability to pull reports and analyze data.
- Proficient in computer Office Suite applications, i.e. Windows, Word, Outlook.
- Strong verbal and written communication skills.
- Ability to work professionally and proactively with business segment leaders regarding their particular business needs while enforcing Payroll department standards.
- Exceptional interpersonal skills – Direct interactions with management and employees.
- Maintain confidentiality of all information received from the company.
- High level of attention to detail and a high level of accuracy.
- Ability to be well organized and prioritize tasks in a high-volume environment with minimum supervision.
- Willingness to work overtime during peak season as needed.

Working conditions you can expect while performing your role include:

- *Office environment, working to deadlines, high-stress situations (i.e. collections, investigations and meeting deadlines).*

About Us:

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader,

CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees. We have been certified as a Canadian Workplace

Culture Leader and has earned the ranking of Canada's Top Workplace Culture Innovators!

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

If you feel you are qualified for this role, please submit your resume to **RECRUITMENT@CIMSLTD.COM**

Only candidates who are most qualified for the position will be contacted.