

## **Payroll Administrator**

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### **Location**

Calgary, Alberta, Canada

### **Summary**

TransCanada Turbines (TCT) is the sole authorized overhaul, repair and maintenance service provider for Siemens Energy and General Electric (GE) aeroderivative industrial gas turbines, serving an expanding international client base.

TCT's key strength is our people, who offer quality and flexibility that only an independent organization can provide.

We are currently looking for an experienced Payroll Administrator to join our team. This position will work out of our Airdrie depot location.

Reporting to the Payroll Lead, the Payroll Administrator is responsible for the accurate and timely preparation and processing of the Canadian and/or USA bi-weekly payroll. The incumbent will also provide day to day administrative support. This role will work within the Human Resources Department and will be aligned with the objectives of the Sr. Human Resources Manager and the company goals.

### **Duties**

Duties may include but will not be limited to the following:

- Perform full cycle payroll within the designated periods, ensuring that employees are paid accurately, timely, and in accordance with governing legislation and documented company policies.
- Prepare and process all payroll and benefit invoices in a timely manner.
- Conduct payroll and benefit audits to ensure accuracy.
- Prepare and post all payroll journals for payroll and prepare payment request
- Reconcile payroll clearing account monthly
- Post-month-end accruals
- WCB quarterly submissions and annual returns for each province
- Reconcile source deduction payments to CRA account balances
- Complete payroll/benefit audits in addition to annual PIER reports.
- Conduct a year-end audit and produce T4 documentation.
- Must be an example of good judgment, strict confidentiality, and adherence to company policies and procedures.
- Provide back-up coverage for the US and UK full cycle payroll
- Increase knowledge of the HSE Policy and Manual and maintain a positive attitude towards the health and safety of myself and my coworkers.
- Take ownership of HSE issues and demonstrate enthusiasm and support for HSE.

- Other duties as directed by the Manager, Human Resources.

### **Qualifications and Experience**

- PCP or CPM designation or currently working towards is required
- 5+ years payroll experience
- Experience with US and/or international payrolls is an asset
- Advanced knowledge in MS Office and Excel is required
- UKG experience is an asset
- Detail-oriented, strong organizational skills, time management skills and able to work within tight deadlines
- Work independently and productively
- Motivated to multi-task and self-manage workload in a fast-paced environment
- Strong communication skills both written and verbal
- Excellent interpersonal and communication skills to work with internal and external clients
- High level of confidentiality and personal integrity

Employee/team flexibility is of prime importance to TransCanada Turbines. It is important that all employees are willing and able to assist with any activity, at any time, as necessary to support the needs of a changing and demanding customer base in the gas turbine repair and overhaul business.

### **Company Requirements:**

- Successful completion of a criminal background check

Qualified candidates can apply directly to [recruitment@tcturbines.com](mailto:recruitment@tcturbines.com)  
For more information about TCT please visit our website: [www.tcturbines.com](http://www.tcturbines.com)  
**\*\*Only those selected for an interview will be contacted\*\***