



## Payroll Coordinator – Calgary, AB

Certarus Ltd (“ Certarus ”), a leader in the delivery of natural gas fuel, has an opening for a Payroll Coordinator to join their team in Calgary, Alberta. Certarus is a private company with a focus on operations in the USA and Western Canada. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution. For more info visit [www.certarus.com](http://www.certarus.com).

### **Summary:**

Due to continuous company growth, we now require a Payroll Coordinator, who will work closely with the HR Generalist and the Accounting department to provide payroll support to Certarus employees in Canada and the US. Day-to-day responsibilities will include: payroll data entry and processing, onboarding and offboarding of employees into payroll and benefit systems, and assisting employees in payroll related questions. This position will appeal to an individual that would like to play a key role in the growth of an emerging fuel supply service company. The position is based in the downtown Calgary corporate office and reports directly to the Chief Financial Officer.

### **Key Duties and Responsibilities:**

- Preparation and administration of payroll for all hourly and salaried employees in Canada and the US
- Identify and resolve issues arising from review and processing of payroll in a timely manner
- Act as first point of contact for employees, answer any payroll related questions
- Implement and track wage and salary increases, bonuses, vacation accruals, etc.,
- Maintain detailed records of payroll functions for audit purposes in accordance with statutory requirements in all provinces and states
- Assist in the administration of employee programs such as group benefits, retirement plans and employee referral programs
- Oversee monthly, quarterly and year end payroll processing and ensure that Certarus meets all regulatory compliance requirements
- Manage all T4 and W2 reporting requirements including calculation and verification of taxable benefits
- Assist with management of service agreement and provide the interface with third party payroll provider (ADP)
- Maintain personnel records, ensuring compliance with audit and privacy legislation requirements
- Complete labour utilization reporting
- Assist with WCB reporting and processing
- Prepare payroll journal entries and vacation accruals
- Assist with obtaining the required payroll documentation when hiring employees in new jurisdictions

### **Requirements:**

- Post-secondary education in administration, business, or human resources
- Minimum of 5 years’ experience in a payroll support capacity
- Experience in implementing new payroll processes or driving payroll efficiencies is an asset
- Experience with ADP Workforce Now an asset
- Experience or knowledge in payroll practices in USA is an asset
- Excellent verbal skills to interact knowledgeably and diplomatically at all levels
- Excellent proofreading skills and numerical ability
- Proficient with Microsoft Office Suite, strong excel skills are important
- Demonstrates the utmost professionalism in dealing with confidential matters
- Excellent customer service skills with ability to multi task a variety of projects under pressure and tight deadlines

Certarus offers a competitive compensation package and the ability to join a dynamic organization within a new developing field of delivering bulk CNG.

Please send resume and cover letter to: [careers@certarus.com](mailto:careers@certarus.com)