

**Payroll Specialist/HR Coordinator
Maternity Leave Position**



Closing Date: As soon as suitable applicant is selected.

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in Alberta, British Columbia, Ontario and Saskatchewan, EFC offers a diverse range of aviation and construction services to meet the needs of airport users and other businesses. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

EFC is committed to creating and sustaining an inclusive and diverse work environment, while upholding the principles of employment equity. Your participation in this important process is greatly appreciated. We encourage applicants to self-identify as a member of one or more of the employment equity designated groups – Women, Aboriginal peoples, Persons with Disabilities and/or Members of Visible Minorities. The information collected will be used solely to carry out our obligations under the federal Employment Equity Act.

Our Calgary Head Office location is seeking an experienced Payroll Specialist/HR Coordinator to support our diverse operations for a maternity leave position. The expected term is 12 to 15 months.

Main Functions:

In this hands-on role, the Payroll Specialist/HR Coordinator is primarily responsible for full cycle payroll and benefits administration, and for providing support for the administration of HR programs, policies and processes. This position will be a key part of the team responsible for reimplementation and stabilization of the Ceridian Dayforce system.

Responsibilities:

- Prepare and process full-cycle hourly and salary bi-weekly payrolls for all business units for approximately 250 - 300 employees.
- Complete journal entries, reports, forms, records of employment, WCB returns, income tax forms, reconciliations and remittances in accordance with set deadlines.
- Prepare and issue bi-weekly, monthly, quarterly, and annual reports.
- Administer all company Benefits Programs, including employee changes, billings, reconciliations, and reporting.
- Administer company Group RSP and DPSP Program including employee changes, billing, reconciliations and reporting.
- Respond to employee inquiries regarding payroll and benefits in a professional and discrete manner.
- Manage year end reconciliation and reporting requirements.
- Assist in the fiscal year end and annual audit process.
- Maintain HRIS and payroll systems, personnel files and filing systems, ensuring the accuracy and integrity of all employee, HR and payroll data.
- Establish policies and procedures to ensure documentation of payroll, benefits and HR functions, in accordance with all company, statutory and audit requirements.
- Assist supervisors/managers with recruiting and staffing (advertising to on-boarding).
- Administration and management of WCB claims, Disability Management and employee leaves.
- Participate in the development and administration of HR programs and policies related to pay practices and labour standards compliance.

- Administration and tracking of HR programs such as performance reviews, employment equity program, and training and development.
- Provide HR administrative support, including preparation of documents (contracts, reports, spreadsheets, letters, org charts, presentations) and completion of office tasks.
- Contribute to the continuous improvement of payroll/HR systems and practices.
- Comply with and participate in the company's Health & Safety, Quality and Employment Equity programs and initiatives.

Qualifications and Experience:

- Diploma or Degree in Business Administration, Accounting, or payroll and benefits administration is preferred.
- Payroll Compliance Practitioner (PCP) certification (or current enrolment in program) is required.
- Certificate or Degree in Human Resources (or current enrolment in program) is an asset.
- Minimum of five (5) years' experience managing full cycle payroll for over 200 employees, including completion of all year-end processes.
- Previous human resources administration experience is required.
- Must have strong systems experience with HRIS and payroll applications; preferably Ceridian Dayforce. Preference will be given to candidates with systems implementation experience.
- A comprehensive understanding of employment legislation and CRA rules and regulations pertaining to payroll is required. Preference will be given to candidates with Canada Labour Code/federal legislation experience.
- Well-developed interpersonal and communication skills, with the ability to communicate with individuals at all levels of the organization.
- Ability to work in a confidential capacity, with a high level of professionalism.
- Intermediate to Advanced level Windows, Word, Outlook, PowerPoint and Excel skills (including use of formulas).
- Proven experience managing competing priorities and juggling a variety of responsibilities.
- Strong problem solving and decision-making skills, including the ability to exercise independent judgment.
- Strong time management, organizational, and prioritization skills
- High attention to detail, with a track record of minimal administrative errors.
- Self-motivated with a demonstrated ability to work with minimum supervision in a fast-paced, dynamic environment.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities.

Please visit our web site at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities and to apply for this role.

Please include your resume and cover letter when applying for this position; indicating the position title and location you are applying for in the subject line.

We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.