



It Feels Good to be Part of the Co-op Team

That's because Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. Experience the Co-op difference and apply today.

PAYROLL ADMINISTRATOR - Temporary

Peninsula Co-op has been serving our member-owners since 1977 and we have ambitious plans to continue growing the business on Vancouver Island. This is a full-time, temporary role, filling in during a leave-of-absence for 4 to 6 months. This position is based out of Peninsula Co-op's business office in Central Saanich, 2126 Keating X Road, a short distance north of Victoria.

Responsibilities:

Processing payroll for 350+ employees, which includes verifying and entering timesheets; processing new and departing staff members; wage adjustments; benefits administration; reporting and remittances; maintaining employee records; assisting with reconciliations and audits; year-end procedures; responding to internal enquiries; providing payroll support to managers; ensuring controls are followed; assisting with other payroll and related tasks; account reconciliations and journal entry preparation, report preparation and analysis.

Qualifications:

- ✓ Strong customer service and excellent communication skills to interact with all levels of the organization,
- ✓ In depth experience processing full-cycle payroll, preferably for 50 or more people,
- ✓ Strong understanding of the BC Employment Standards Act and other relevant legislation,
- ✓ Payroll Compliance Practitioner certification is an asset, or partial completion of the program,
- ✓ Experience with large payroll systems,
- ✓ Intermediate or advanced knowledge of Excel,
- ✓ Experience in accounting procedures, reconciliations and journal entry preparation,
- ✓ Professional conduct, confidentiality and ethics a must,
- ✓ Flexibility and a 'can-do' attitude,
- ✓ Very strong attention to detail, data entry skills, and a proven track record of accuracy,
- ✓ Problem solving and analytical skills,
- ✓ Strong organizational skills and the ability to work well under pressure in a fast-paced environment,
- ✓ Self-starter able to work independently with minimal supervision,

Reports to: Payroll Supervisor

If you have any questions about this position please contact Wendy, Payroll Supervisor (250-544-2948) or Toni in Human Resources (250-544-2941).

How to Apply

Please send your cover letter and resume to our Human Resources department by Sunday, September 29, 2019.

Web: Via the link from this website, or
Via the link on the Employment page at peninsulaco-op.com
By mail: Peninsula Co-op, 1 – 2132 Keating X Road, Saanichton, BC V8M 2A6. Attention Human Resources.
By fax: 778-351-1110

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