

**Wenco International Mining Systems** ([www.wencomine.com](http://www.wencomine.com)) is a software development company that provides GPS-based fleet management systems for open pit mines worldwide. As Wenco continues to build the next generation of technology, we need a wide range of professionals to help us achieve our objectives. We are currently looking for a Payroll Administrator I to join our head office located in Richmond BC.

#### **EXPECTED CONTRIBUTIONS:**

- Working in conjunction with the Payroll Administrator II, the Payroll Administrator I will assist with payroll processing for Canadian, Australian, US, South African and Russian employees, including:
  - Verifying employee hours in Ceridian Dayforce time-tracking system;
  - Processing payroll in Dayforce for Canadian and US employees;
  - Processing payroll for other jurisdictions using other payroll providers;
  - Preparing workers compensation and other payroll statutory filings for all jurisdictions;
- Key member of the Dayforce team acting as Dayforce administrator for payroll including:
  - Primary contact for all employee Dayforce requests;
  - Assist with submission and tracking of support issues with Dayforce;
  - Tracking timely submission and review of employee timesheets;
  - Preparing time data reports for departments to assist with maximizing productivity;
- Assist with calculating and recording journal entries for payroll and employee benefit plans for each pay-period, and monthly accruals as needed in Microsoft Navision;
- Maintain reconciliations for all payroll liability accounts, as well as statutory payroll accounts, Workers' Compensation, and any associated benefits accounts;
- Responsible for keeping all benefit premium payments accurate and Company accounts with third party providers up-to-date;
- Assist with preparation of year-end tax forms including T4s, W2s and all other regulatory reporting;
- Administer payroll for Expat employees on term secondments assigned by parent company in Japan ensuring appropriate payments are made and taxes are withheld;
- Prepare year-end audit working papers and assist with any payroll audit inquiries;
- Assist Payroll Administrator II, Corporate Controller and Director of Human Resources with any reporting and submissions required by Wenco's parent company in Japan and any payroll compliance matters;
- Maintain up-to-date employee and corporate payroll records;
- Other ad hoc reporting, special assignments and projects as directed;

## KNOWLEDGE, SKILLS AND ABILITY REQUIRED:

- Minimum of 1 year of relevant payroll experience;
- Payroll Association certification – Payroll Compliance Practitioner (PCP) or equivalent experience;
- Intermediate knowledge of Excel and Word, including proven experience of using Excel knowledge in practice;
- Experience in learning and using different payroll provider software, with experience using Ceridian Dayforce an asset;
- Experience in identifying and implementing payroll process improvements;
- Working knowledge of ERP software, with experience using Microsoft Navision an asset;
- Excellent communication skills including the ability to write clear, concise and formal business communications;
- Excellent analytical and problem solving abilities;
- Strong knowledge of Canadian payroll regulations, *Employment Standards Act*, BC as well as ability to interpret Standards in other countries;
- Well-organized, highly motivated with the ability to prioritize, multi-task and meet multiple deadlines;
- Detail-oriented and committed to a high quality of work and accuracy;

## WHY JOIN WENCO?

- We provide opportunities for growth within the company
- We offer an extensive benefits plan
- We provide a fun working environment, including Fresh Fruit Mondays and Popcorn Fridays, along with table tennis, foosball, and electronic darts in our office
- We offer opportunities for continuous training and development (in-house and external) to learn the latest technologies
- We offer our employees a profit-sharing plan that provides them with the benefits of their hard work
- We provide free parking and shuttle service for employees using transit
- We are heavily involved in the community and join various events of non-profit organizations
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting work place environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.



Getting More Out of Your Mine

## Disclaimer

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.