



KEITH PLUMBING & HEATING CO. LTD

#1 – 40 GOSTICK PLACE, NORTH VANCOUVER, BC. V7M 3G3

MECHANICAL GENERAL CONTRACTORS

"Since 1911"

Keith Plumbing and Heating, a company of Modern Niagara Group, is an industry leader in Mechanical, Plumbing and Building Services. Striving to be the contractor for life of all building systems. At KPH we value teamwork, initiative, determination, professionalism, and passion. Working here you will find a creative team focused on delivering high quality customer satisfaction, and employees who thrive from working in a fast paced, collaborative and innovative environment.

We currently have a fantastic opportunity for a **Payroll Administrator** to join our growing team in **North Vancouver**.

The mission of the Payroll Administrator is to effectively manage the day-to-day payroll activity for Keith Plumbing & Heating (KPH), a division of the Modern Niagara Group. Reporting to the Director of Finance, the Payroll Administrator will process weekly, bi-weekly and salary payroll in a timely manner, complete all statutory and union remittances, provide reports on payroll activity and be the main point of contact for the company's benefits plan. The Payroll Administrator must also deliver superior service and foster strong and ongoing relationships with key personnel within KPH and the Modern Niagara Group.

OVERVIEW OF RESPONSIBILITIES:

- Administer the full cycle payroll for salaried and unionized employees, including timesheet review, time entry, identification and resolution of coding errors, direct deposit preparation and paystub distribution
- Maintain confidential employee records and files
- Be the contact for unions, prepare union remittances and complete required reporting
- Ensure all union agreements are up to date and maintain union tables within the accounting system
- Administer the company's benefit plans and be the point of contact for staff
- Prepare all required government forms (T4, ROEs) and remittances. Stay current with payroll regulations, standards and best practices
- Maintain confidentiality of all payroll information and documents
- Assist with design and implementation of efficiency initiatives (new software, paperless office)
- Prepare labour reports as required by Construction / Service / Safety department

• QUALIFICATIONS:

- Must possess a Canadian Payroll Association PCP or CPM designation or equivalent experience
- Minimum 5 years of work experience preparing payroll using a computerized payroll system. Experience with SAGE 300 CRE / Timberline would be an advantage
- Experience in a unionised environment would be a definite asset
- Proficient using Microsoft Office applications (Excel, Word, Outlook etc.)
- Experience with accounting concepts related to payroll
- Ability to meet deadlines with a high level of accuracy
- Excellent attention to detail and ability to multitask
- Strong organisation and data entry skills
- Able to deal with people sensitivity, tactfully, diplomatically, and professionally at all times



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- Integrity and the willingness to own scope of work and associated issues
- Desire to continuously improve systems and processes with an open mind towards change

Please note that this position is open to local, **Greater Vancouver-based** candidates only.

Please submit your resume today to:

<https://modernniagaraepic.bamboohr.com/jobs/view.php?id=124>

We thank all applicants for their interest, however, only those selected for an interview will be contacted.