

## **Payroll Analyst**

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### **Job Description**

#### **Location**

Airdrie, Alberta, Canada

#### **Summary**

Reporting to the Manager, Human Resources, the Payroll Analyst is responsible for providing technical payroll support, pay processing for regular and off-cycle, analytical reporting, and year end requirements. This role utilizes the UKG (UltiPro) information management system as a strategic tool.

#### **Duties**

The duties will include but will not be limited to the following:

- Process bi-weekly Canadian, US and UK payroll for salaried and hourly employees within the designated time periods, ensuring that employees are paid accurately, timely and in accordance with governing legislation and documented company policies.
- Audit payroll reports for each payroll run to confirm accuracy
- Remit source deduction payments to the relevant governing bodies within the allotted timeline.
- Submit employee benefit contributions to the benefit providers within the allotted timeline.
- Conduct payroll and benefit audits to ensure data integrity.
- Complete monthly tasks which include processing payroll / benefit invoices, posting payroll journals, submitting payment requests, reconciling payroll clearing account and posting accruals
- Responsible for workers compensation remittances and annual returns in all jurisdictions
- Audit and review annual PIER reports.
- Prepare year end government tax documents (T4, W2) and various year end payroll reports as requested
- Issue Records of Employment (ROE)
- Respond to employee queries in a timely manner
- Create custom reports and analysis to support various business units
- Utilize system data to identify and assess trends, and proactively diagnose and address areas of need
- Initiate and support process improvements within payroll to align with corporate strategies, working closely with internal stakeholders
- Develop and maintain written payroll policies and processes

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- Increase knowledge of the HSE Policy and Manual and maintain a positive attitude towards the health and safety of myself and my coworkers.
- Take ownership of HSE issues and demonstrate enthusiasm and support for HSE.
- Other duties as directed by the Manager, Human Resources.

### **Role Requirements**

- Canadian Payroll Association education – Payroll Compliance Practitioner designation preferred
- Experience using UKG (UltiPro) Payroll Gateway
- Proficient with UltiPro and Microsoft Office (Excel, Word, Outlook, Power Point)
- Detail oriented, strong organizational skills and time management skills
- Ability to prioritize workload in a fast-paced environment
- Strong communication skills both written and verbal
- Excellent interpersonal and communication skills to work with internal and external clients
- Comprehensive understanding and solid working knowledge of Canadian payroll legislation and practices
- Work independently and productively
- Solid team player who promotes a culture of professionalism, integrity, quality and teamwork
- Demonstrated ability to coach and train others
- Ability to operate with very high levels of integrity and confidentiality
- Work independently and productively within broad guidelines

Employee / team flexibility is of prime importance to TransCanada Turbines. It is important that all employees are willing and able to assist with any activity, at any time, as necessary to support the needs of a changing and demanding customer base in the gas turbine repair and overhaul business.

The minimum training and/or educational requirement for this role is five (5) years related experience or a combination of education and experience that allows the individual to adequately perform the role, determined by the Manager, Human Resources.