
Payroll Clerk

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. SHAPE manages over 5M sq.ft of commercial space, over 800 units of rental residential and over \$1 Billion of development projects currently under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment, and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

Our corporate operations team is committed to providing the best resources, information, and guidelines for employees of SHAPE while being instrumental in the organizational development and direction of human growth. The successful candidate will report to and support the Payroll Manager and work closely with the corporate accounting and the operations team.

We are looking for someone with high attention to detail to assist in the payroll process. The ideal candidate will understand payroll and accounting concepts in order to process payroll in a timely manner, run reports and reconciliations as needed, and assist in maintaining related policies and procedures. They will also be comfortable reviewing and understanding federal and provincial regulations to ensure we are compliant while working with our third-party integrated payroll software.

Primary Job Responsibilities

- Assist in preparing and processing full-cycle semi-monthly payroll in a timely and accurate manner for over 200 employees (salary, hourly, commissions). Working with managers to review and approve timecards, overtime, vacation, etc.
- Work with the Corporate Accounting Manager to review and verify expense reports, ensuring the reports are in-compliance with the expense policy to be submitted and paid on a semi-monthly period
- Assist the accounting department and other managers with required special reporting data and audits. Reconciliation of payroll related accounts and GL accounts on a monthly basis
- Enroll, update, and maintain accurate employee records in our Human Resources Information System (HRIS), including all changes such as titles, salaries, wages, vacations, taxes, bank information and other related information
- Enroll, update, and maintain the Employee Group Benefit Plan, including accurate employee records and status changes with our insurance providers; assist in preparing monthly reconciliation reports, identifying discrepancies and correcting any gaps or missing deductions

- Process information for new hires, resignations, and terminations. Send ROE to Service Canada electronically and provide copy to employee
- Maintain RRSP/TFSA/DPSP enrollments in payroll to ensure contributions are set up accurately for an employee
- Assist in preparing for month-end, year-end process and annual T4 summaries for review
- Assist in preparing and ensure all payroll related remittances and filings are completed in a timely manner including Employer Health Tax, EI, CPP, Workers' Compensation, ROE filing, and other tax forms as required
- Provide high-end, timely and confidential customer service to all internal and external stakeholders regarding their inquiries and concerns
- Ensuring key payroll metrics are captured and reported on in a regular and timely manner. Assisting with the financial management of payroll & benefits by identifying trends and/or irregularities in cost and/or usage of various programs and recommending actions to address
- Ensure compliance with all provincial and federal regulations including the Employment Standards Act and Tax authorities in provinces that SHAPE operates in, currently BC and AB
- Research best practices and payroll & benefit trends while providing recommendations to continuously improve our processes

Qualifications

Required Knowledge, Skills, and Abilities

- Strong organizational, critical thinking, and time management skills
- Knowledge of payroll related legislative requirements, including CRA and ESA
- Strong numerical aptitude and attention to detail with the ability to handle multiple priorities with high level of accuracy
- Strong verbal and written communication skills
- Works well under pressure, capable of handling multiple tasks with simultaneous deadlines and taking accountability
- Uncompromised ethics and integrity and understand the importance of confidentiality
- Demonstrate initiative and ability to work independently as well as in a team
- Proficient in Microsoft Office Suite

Required Training and Experience

- Payroll Compliance Practitioner (PCP) Certification an asset (or in progress)
- At least 1-2 years hands-on experience in payroll processing
- Experience with ADP's Work Force Now an asset
- Experience with time and attendance systems an asset

Working Conditions

SHAPE's corporate office, located in the downtown Vancouver business district, is where the successful candidate may expect a comfortable and collaborative work environment in a modern office setting.

To apply, please visit our website at <http://shapeproperties.com/careers>