

CAREER OPPORTUNITY

Payroll and Finance Administrator

The Alberta Recycling Management Authority (ARMA) acts on behalf of the province to oversee end-of-life processing of tires, electronics, paint and used oil materials. Our industry is rooted in the principle of circular economy where resources and products are kept in use for as long as possible, and regenerated into new products and materials at the end of their earlier life cycle.

If you are passionate about inspiring a future without waste, having fun, embracing change and pursuing growth we would love to hear from you. Please apply in confidence to Human Resources by emailing your resume to careers@albertarecycling.ca.

We offer a competitive base salary commensurate with experience, an RRSP matching program and an attractive group benefit package.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

By submitting your resume and personal information to ARMA, and/or participating in a personal interview, you acknowledge and consent to the collection, use and disclosure of your personal information by ARMA to determine your suitability for employment opportunities.

Position Summary

Reporting to the Controller, the Payroll and Finance Administrator position is responsible for providing timely and accurate financial and administrative services and for full cycle processing of payroll within ADP Workforce Now.

Core Responsibilities

Financial Administration

1. Process receivables / payables in an accurate and timely manner, adhering to company policies and maintaining backup documentation to satisfy internal and external audit requirements and completing follow-up tasks where necessary.
2. Collaborate with other departments to ensure timely service, effective process flow and communication for support of program Suppliers, program participants, vendors and for other financial support functions.
3. As a member of the Finance team, conduct monthly and annual financial duties and provide data, analysis and/or reports as required.
4. Respond to inquiries from internal or external stakeholders.
5. Take initiative in recognizing efficiencies and implementing process improvements. Commit to continuous learning and skill development to benefit the organization.
6. Crosstrain to provide support and backup for the Finance team.
7. Maintain files in the central and electronic filing system according to organization records management policy.
8. Perform other duties as required.

Payroll

1. Process payroll and reconcile all payroll related accounts. Process staff, Board and Industry Council members' expenses and remuneration.
2. Administer benefits programs and ensure good communication with staff regarding benefits options and usage, always adhering to company policies.
3. Ensure compliance to corporate policy and all legislative and audit requirements.
4. Ensure the integrity and security of employee records and demonstrate professionalism when dealing with confidential information.
5. Update management and other employees of changing legislation and emerging issues in payroll and benefits administration.

Experience and Core Competencies

1. Certified Payroll Professional Certification required and Business Administration Certificate or Diploma.
2. Equivalent combination of education and experience may be acceptable.
3. Minimum 2 years' experience in processing accounts receivable and accounts payable transactions.
4. Minimum 2 years' experience in processing payroll. Experience with ADP's Workforce Now product considered a strong asset.
5. Proficient in using Microsoft Office applications and accounting software. Experience with such as Microsoft Dynamics Great Plains considered a strong asset.
6. Proficient with Microsoft Excel (intermediate to strong skills - Pivot tables, vlookup, etc.) and experience using Microsoft Power BI.
7. Strong written and oral communication skills and utilizing extreme discretion with highly confidential information.
8. Excellent time management, decision making, problem solving skills.
9. Flexible and adaptable.
10. Strong interpersonal skills.
11. Detail oriented.