



Payroll Specialist – Vancouver

This year, Odium Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We have an opportunity for a technical Payroll Specialist to join our award-winning firm in the Vancouver office.

Reporting to the Manager, Payroll and Benefits, the Payroll Specialist is responsible for full-cycle commission processing and analysis. You will work in a collaborative environment to ensure the timely and accurate delivery of payroll. You are Excel-savvy, results-driven and detail-oriented. You thrive in an environment that requires managing competing priorities and where precision is paramount to your success.

RESPONSIBILITIES

- Full-cycle payroll for 300+ commission, salary and hourly employees
- Calculate monthly commission and incentive bonus allocations for 200+ employees
- Manage commission split tables (Excel) in accordance with internal policies and contracts
- Process and complete commission-related journal entries and reconciliation files
- Audit manual and automated payroll data, information, records and reports (monthly, quarterly and annually) to ensure payroll accounts balance



- Create all internal commission-related documentation including standard operating procedures (SOPs) and maintain employee payroll records
- Utilize commission data to create reports and dashboards for key stakeholders
- Identify opportunities and efficiencies for continuous improvement to workflows and reporting
- Respond to commission-related inquiries from employees
- Remain current and compliant with employment standards and payroll tax changes
- Participate in department-initiated continuous improvement projects

KNOWLEDGE AND EXPERIENCE

- Minimum two (2) years progressive payroll commissions and account reconciliation experience
- Completion of the Payroll Compliance Practitioner (PCP) program or equivalent
- Experience in a complex commission-based environment
- Advanced knowledge of Excel, working with large data sets
- Highly organized, accountable and strong attention to detail and accuracy
- Ability to manage multiple deadlines, tasks, escalations and time-critical issues
- Sound analytical and problem-solving skills
- Excellent interpersonal skills with ability to work independently and within a team
- Professional written and verbal communication with high confidentiality and discretion
- Ceridian Dayforce experience is an asset

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **August 30, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.