



## Payroll Coordinator – Vancouver

This year, Odlum Brown celebrates its 98<sup>th</sup> 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. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. 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 an experienced, permanent full-time Payroll Coordinator to join our award-winning firm in the Vancouver office.**

As the Payroll Coordinator, you will work in a collaborative environment with our Payroll and Benefits team. You are Excel-savvy, results driven and detailed-oriented. You thrive in an environment that requires juggling competing priorities and where accuracy is paramount.

### RESPONSIBILITIES

#### Payroll Administration

- Process and maintain payroll for all salaried and commission employees
- Calculate and reconcile month-end commissions using Excel



- Prepare journal entries and reconcile payroll-related general ledger accounts
- Complete Record of Employment (ROE), Pensionable and Insurable Earnings Review (PIER) reports, T4s and T2200s
- Review and audit monthly payroll reports and participate in annual payroll audits
- Participate in department initiated continuous improvement projects

### Data Management, Reporting and Remittance

- Prepare and remit payroll-related reports (i.e., WCB, United Way, expense reimbursement)
- Leverage payroll data to prepare internal management reports and Statistics Canada reports
- Maintain all internal payroll-related documentation including Standard Operating Procedures (SOPs) and employee records

### Communication

- Manage all incoming payroll queries and serve as subject-matter expert (SME)
- Stay current on and communicate employment standards and payroll tax changes
- Coordinate with HR and Benefits on payroll-related information and reconciliations

### KNOWLEDGE AND EXPERIENCE

- Minimum two (2) years' progressive payroll experience
- Canadian Payroll Association PCP certification
- Experience in a complex commission-based environment or at an investment firm is preferred
- Ceridian Dayforce experience is an asset
- Proficient with Microsoft Office programs with intermediate to advanced Excel skills
- Sound analytical and problem-solving skills with the ability to handle escalations and time critical issues
- Excellent interpersonal and employee relations skills complemented by professional written and verbal communication
- Organized with strong attention to detail, utilizing service- and results-oriented experience and judgement to set and accomplish goals
- Ability to work independently and within a team to develop professional relationships across the business
- Commitment to working in a deadline-oriented environment with high confidentiality and discretion

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](mailto:hr@odlumbrown.com) by **October 29, 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.



# ODLUM BROWN

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As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated by October 25, 2021.

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.