

LAKES DISTRICT MAINTENANCE INC. POSITION PROFILE

Position:	Payroll Clerk/ Office Admin - SA 28	Status:	Full Time - Hourly
Company:	Lakes District Maintenance Inc.	Location:	Burns Lake
Division:	Payroll	Supervisor:	Work Reporting & Labour Coordinator

Lakes District Maintenance Inc., a subsidiary of Volker Stevin Canada across **Western Canada** is dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

To process hourly payroll including data entry and report generation using established accounting procedures as well as provide administrative support for area management through the creation of work record and material usage reporting, and other general office duties.

Position Accountabilities

Payroll Administration:

- Received, organize, track, and input daily timesheets, ensuring utmost accuracy and in compliance with the collective agreement.
- Where necessary, work with administrators and operational leaders to identify gaps regarding incomplete, incorrect or late timesheets.
- Ensure all payroll entries are completed according to the collective agreement and company policy.
- Administer/process payroll garnishee demands.
- Review/reconcile and finalize bi-weekly payroll, checking data entry accuracy.
- Provide bi-weekly pay period payroll summaries to the Controller for a final approval and payment authorization.
- Prepare bi-weekly reports for payroll-related payables.
- Prepare month-end reports – vacation accruals, reconciliation, seniority lists, auxiliary hours, WCB hours etc.

- Receive new hire paperwork from HR/Hiring manager for the purpose of creating/maintaining hourly personnel files and employee data profiles in the payroll system.
- Assist in maintaining hourly personnel master files.
- Conduct/support periodic internal audits of payroll accounts and processes to ensure accuracy and confidence.
- Issue or assist with the issuing of records of employment (ROE) due to turnover as well as during the annual layoff cycle.

Work Reporting:

- Enter equipment work activity hours.
- Create and do the data entry for work record reports in coordination with the area Quality Specialist to satisfy LDM’s contractual requirements for the MoTI (Ministry of Transportation and Infrastructure).
- Create and do the data entry for material usage records for inventory purposes.
- Coordinate and assist accounts receivable department with data entry/collection for billable work hours from timesheets

Benefits Administration:

- Assist with collecting forms from employees for enrolments, rehires and terminations based on employee status change forms.
- Maintain excel spreadsheets containing benefits data.

Customer Service:

- Respond to both internal and external inquiries. This includes but is not limited to relevant general and/or payroll-related inquiries from employees/co-workers, external stakeholders, Service Canada, CRA, FMEP/BCFMA, etc.
- Provide information, such as hourly pay summaries as requested.
- Coordinate with other departments, as needed.
- Take ownership of data entry for work reporting, equipment activity hours reporting and material/inventory usage

Safety:

- Actively engage in Volker Stevin Canada’s safety culture.

Position Requirements

Qualifications & Experience:

- Prior payroll related experience considered an asset. Will train the right candidate.
- Experience with the Payroll module in Explorer or similar payroll system considered an asset but not required.
- Proficiency with Microsoft Office, with emphasis on Excel spreadsheets is considered an asset.
- Good organizational skills with a strong attention to detail needed.
- Good communication skills both verbal and written needed.