



Payroll Administrator – Vancouver **(18 month contract – with the potential for a permanent position)**

This year, Odlum Brown celebrates its 95th 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 19 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.

We currently have an opportunity for a Payroll Administrator to join our Vancouver office.

THE OPPORTUNITY

As a Payroll Administrator you will work in a collaborative environment with our Payroll and Benefits team. You are a results driven and detailed-orientated team member, ready to contribute to the responsibilities of the payroll and benefits departments.

RESPONSIBILITIES

- Maintain and process payroll for all salaried and commission employees
- Calculate and reconcile month-end commissions
- Prepare journal entries and reconcile payroll related general ledger accounts
- Prepare and document payroll related remittances reports and entries
- Assist in the preparation of year-end T4s and T2200s



- Provide backup and support to the benefits and human resource team
- Maintain employee records
- Leverage payroll data to complete internal management reports and Statistics Canada reports
- Prepare internal reports for annual compensation reviews

KNOWLEDGE AND EXPERIENCE

- Payroll experience in a complex commission based environment
- Experience with Ceridian InSync, Dayforce or similar human resource information system
- Canadian Payroll Association certification (PCP or CPM)
- Intermediate to advanced Microsoft Excel skills
- Experience at an investment firm 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 **January 9, 2019**.

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.