

Payroll Administrator

Kamloops, British Columbia

About the Opportunity

If you're a self-starter who is motivated by providing top-notch service and support, our Kamloops office is looking for two people to join us as Payroll Administrators.

In this role, you will be part of a fast paced payroll team and support in the preparation and processing of multi-jurisdictional, bi-weekly and semi-monthly payroll for over 650 employees. Additionally, you will be involved in assisting with benefits enrollment, employee enquiries, and additional accounting-related duties pertaining to periodic and year-end reporting and reconciliations.

About You

Are you eager to learn and grow your responsibilities, do you have a positive attitude and enthusiasm to help? Our preferred candidate will have related experience in a professional office environment in a similar payroll capacity. The ideal candidate will also possess the following skills, strengths, and interests:

- Strong interpersonal and communications skills (both verbal and written)
- Advanced knowledge of Excel
- Experience with UKG or other payroll software would be an asset
- Relevant post-secondary courses in payroll or accounting (an asset but not required)
- An effective multi-tasker with a proactive mindset and excellent attention to detail
- Ability to take ownership and initiative
- Committed to growing and developing a career in payroll

About Us

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 650 people with 15 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

Recognized as one of Canada's top employers, we care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

Are you looking for a meaningful challenge and to create impact in your community? Join a tight-knit team of professionals at Urban Systems and be part of our mission to build vibrant communities across Canada. Here's what you can expect as part of our team:

- **Competitive Compensation.** Your skills and contributions are valued. You'll receive competitive compensation, extended health, dental, vision care coverage, and more.
- **Flexible Hours & Work Environment.** You have a life outside of work! We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- **Paid Time Off.** We understand the importance of taking time off to recharge and spend time with loved ones! Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Saving for the Future.** To help you achieve your long-term financial goals, we offer a Long-Term Matching Program to match your contributions to an RRSP or TFSA.
- **Learn and Grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **Work with Inter-Disciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, inter-disciplinary teams to deliver important work for our clients and their communities.
- **Beautiful Office.** Do your best work in office spaces designed with your needs in mind. Each of our 15 offices has its own unique personality and design.
- **Create Lasting Community Impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

How to Apply

If this describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: **Monday, March 27 2023, at 9:00 am PST**

Apply Here: <https://boards.greenhouse.io/urbansystems/jobs/5541865003>

