

CARO Analytical Services is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously, but not themselves: *We are charismatic scientists, driven to make the world safer and healthier.*

DESCRIPTION: Payroll Clerk - Richmond BC (Full Time)

Responsibilities and required tasks:

- Maintain and update employee information including new hires and termination.
- Prepare, verify, and process all employee payroll related payments.
- Complete, verify and process forms and documentation for administration of benefits.
- Prepare payroll-related filings and supporting documentation, Records of Employment, and other statements.
- Manage benefits enrollment of staff.
- Preparation and issuance of tax documents.
- Reconcile the general ledger regarding payroll transactions.
- Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits accounts.
- Prepare benefits reports, labor cost reports and budget and variance analysis.
- Manage payroll queries from internal and external stakeholders.
- Grant application completion and processing.
- General accounting tasks which may include AR and AP processing.
- Other administrative duties as required.

QUALIFICATIONS:

- Post-secondary training in Payroll. Working towards or recently completed the PCP program is an asset.
- At least two years payroll related experience. Accounting experience is an asset.
- Knowledge of share and dividend payments and related tax preparation
- Knowledge of tax regulations and deductions in other provinces.
- Knowledge of Avanti and Sage 300 or experience with other payroll platforms and ERP systems.
- Exceptionally friendly interpersonal and communications skills with clients and staff.
- Detail-oriented and accurate data entry skills.
- Ability to work in a high-energy environment and handle multiple tasks and deadlines.
- Self-motivated with initiative to continually improve.
- Good analysis and critical thinking skills.
- Intermediate level Excel and MS Office skills is a must-have.
- Power BI and Power Pivot experience an asset.

Please email your resume to jobs@caro.ca and put "Payroll Clerk" in the subject line.