

Payroll Administrator/Financial Assistant - Edmonton

Scheffer Andrew Ltd. is currently seeking an experienced Payroll and Benefits Administrator/ Financial Assistant with 6-9 years experience in Payroll and Accounting to join our team.

We are a medium size engineering and planning consulting firm, which has operated in Western Canada, primarily Alberta, for over 40 years. Our work focuses on municipal, land development and transportation engineering.

Duties of this position will include, and are not limited to:

- Full cycle of payroll processing and administration of benefits by following policies and procedures.
- Preparation of payroll remittance on time.
- Issue Records of Employment, T4s and any other required documents.
- Maintaining employee records and protecting payroll operations by keeping information confidential.
- Maintaining accurate and timely administration of health benefits, Short Term and Long Terms disability insurance and RRSP saving plan.
- Help with employee interview process as required.
- Develop and deliver workshops for new employees as required.
- Help with financial reports preparation.
- Help with preparation of company events and booking for conferences or training courses
- Help with other routine accounting and administrative duties as required.
- Help with reception duties, such as answering phone calls, making copies and other administrative assistant duties, as needed.

The ideal candidate will have:

- Strong knowledge of basic accounting principles.
- Expertise in provincial payroll regulations and requirements.
- 3-5 years of previous Payroll Administration experience.
- Knowledge of QuickBooks software.
- Knowledge of Microsoft office package.
- Strong attention to detail.
- Professionalism in dealing with confidential and sensitive information.
- Ability to meet the physical and sensory demands on the job.
- Exceptional leadership and communication abilities.

For more information about working with Scheffer Andrew Ltd. please visit www.schefferandrew.com . Resumes can be sent to employment@schefferandrew.com

We thank those who express an interest, but only those candidates who best suit our requirements will be contacted.