

Payroll Administrator

Pieridae Energy Canada (“Pieridae”) is a Canadian integrated liquid natural gas (LNG) company, with a strategy to build a long-term, low cost integrated energy business selling into higher priced and growing international markets. The company has natural gas assets located in Alberta, Quebec and New Brunswick and expects continued growth in upstream resources as we move toward construction and operationalization of its LNG facility in Nova Scotia.

We are seeking a payroll professional to join our team. Pieridae is in an advanced start-up phase, and values team members that are dedicated to making a difference. This position will have a hand in shaping our company’s progress in an emerging and rapidly growing organization.

Reporting to the Director of Shared Services, the Payroll Administrator will be accountable for monitoring corporate adherence to payroll legislation and ensuring accurate and timely processing of bi-weekly payroll.

Key Tasks

- Processing bi-weekly payroll;
- liaising with payroll provider (ADP);
- proactively addressing payroll inquiries;
- implementing salary increases, and bonuses;
- timely handling of employee benefit requests;
- preparing Records of Employment, etc.;
- processing/preparing pension plan contributions;
- reconciling statutory remittances to Government agencies, income tax forms and remittances;
- year-end Government requirements;
- processing payables for benefit providers; and
- managing WCB accounts.

Qualifications

- Post-secondary degree/diploma in Business Administration or Accounting;
- payroll designation (either PCP or CPM) is an asset;
- 2+ years’ experience administering payroll in a medium-sized organization;
- Experience with ADP is strongly preferred;
- Highly proficient with Microsoft Office products (Excel, Word, Outlook);
- Experience with month-end and year-end procedures;
- Excellent communication skills;
- high level of discretion and confidentiality;
- highly organized and deadline-oriented;
- great attention to detail; and
- strong analytical skills.

Pieridae is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, protected veterans status or any other legally-protected factors. Accommodation for applicants with disabilities is available on request during the recruitment process.



Pieridae offers a competitive compensation and benefits package, in addition to bonus and stock option programs. We offer unique opportunities for self-starting individuals to have material impact on the shaping and success of our company.

Salary Range: \$60,000 - \$80,000 per annum

Location: Calgary, Alberta

If you are interested in joining our team, please send a resume and cover letter to HR@pieridaeenergy.com.