



Updated: June 11, 2025

JOB DESCRIPTION

DEPARTMENT: ACCOUNTING

POSITION: PAYROLL ADMINISTRATOR

The Payroll Administrator will process timely and accurate salary and hourly payrolls including preparation of payroll reports and maintenance of the timekeeping database for over 500 (at peak season) employees.

Duties:

- Maintain the accuracy and integrity of the time-keeping database, Kronos, for employees
- Responsible for the timely and accurate processing and payment of salary and hourly employees
- A resource for the Payroll Clerk and act as the backup in their absence
- Ensure setup/termination of employees are done in a timely manner
- Prepare terminations in accordance with Revenue Canada & BCESA
- Prepare ROEs
- Ensure compliance with applicable federal/provincial laws, regulations, rules, standards and guidelines as it applies to payroll. Keep current by attending courses, workshops, webinars, seminars etc.
- Ensure compliance with company policies as it applies to payroll
- Maintain various spreadsheets
- Respond to payroll queries from staff
- Prepare T4s and various month-end and year-end payroll reports
- Calculate and maintain all employee benefit records for medical, dental, pensions, rent and all other benefits provided by The Butchart Gardens
- Prepare, co-ordinate and submit government remittances (CPP, EI, Income Tax, EHT, WCB)
- Perform other accounting duties assigned by the department Manager

Qualifications, Experience and Knowledge:

- 3 years previous payroll experience
- Payroll Compliance Professional certificate completed or close to completion
- Payroll Compliance Legislation (PCL) and Payroll Fundamentals 1(PF1) completed
- Completion of Level 1 and 2 accounting courses or equivalent accounting experience
- Familiarity with Kronos or other similar time-keeping systems is an asset
- Knowledge of the Employment Standards Act and the BC PIPA
- Proficiency in Excel

Skills and Abilities:

- Ability to maintain confidentiality and discretion
- Excellent verbal and written communication skills
- Strong attention to detail and high level of accuracy
- Ability to work well under pressure

- Strong organizational skills and ability to set priorities and multi-task
- Service-oriented, self-motivated and able to work with minimal direction
- Responds well to continuous change, frequent interruptions and changing priorities

This is a full-time, year-round position, offering 40 hours per week. The position works in-office, primarily Monday to Friday. Remuneration is \$71,005.44-\$88,767.36 (commensurate with the qualifications of the candidate.)