



CANUCKS SPORTS & ENTERTAINMENT
EMPLOYMENT OPPORTUNITY
(Permanent, Full-Time)

Position: Senior Payroll Coordinator
Department: Finance
Reports to: Payroll Manager

POSITION SUMMARY:

The Senior Payroll Coordinator prepares the semi-monthly payrolls for Canadian (BC) Salary staff for four entities, guaranteeing prompt and accurate delivery while ensuring compliance with internal controls, and provincial/federal statutory regulations.

A typical day includes:

- Calculating and processing salary payrolls including related withholdings and remittances
- Calculating and recording employee taxable benefits; reconciling employee benefits
- Reconciling payroll clearing, employee receivables, bonus, and benefit accounts
- Preparing and submitting Records of Employment
- Preparing monthly/quarterly/annual payroll reconciliations

WE HAVE:

- A team you can belong to and believe in
- A fun, high energy environment - after all, it is the sports and entertainment industry!
- An open mind for new ideas
- The opportunity to embark on a career development journey

YOU ARE A NATURAL AT:

- Thriving in a fast-paced, deadline-oriented environment
- Having an eye for detail; being able to recognize and report inconsistencies and discrepancies
- Communicating with confidence on all payroll enquiries, both internally and externally
- Troubleshooting system problems

YOU MUST HAVE:

- At least five years of Canadian payroll experience
- Payroll designation (PCP)
- Strong working knowledge of UltiPro, ABI, and Microsoft Office
- Demonstrated abilities in problem solving, priority setting, and planning
- High integrity, good judgement, and objectivity

YOU MIGHT ALSO HAVE:

- Two years of accounting experience, with completion of some accounting courses
- Experience working in a unionized payroll environment

Interested, qualified candidates are invited to submit their resume online at <https://jobs.canucks.com>. This position will remain open until filled.