

KEYERA

KEYERA CAREER OPPORTUNITY

Payroll Coordinator

Calgary, Alberta

COMPETITION NO:	65
POSTING EXPIRES ON:	September 20, 2019
REPORTING TO:	Manager, Payroll & HRMS
ROLE DURATION:	Permanent, Full-time

THE POSITION

Keyera is currently seeking an experienced Payroll Coordinator to join our Calgary team. The Payroll Coordinator is a critical member of our HR team, working closely with our employees and leaders from across the organization to ensure that payroll is accurate and timely.

THE CANDIDATE

- Is customer focused and motivated by our internal HR guiding principles of being: strategic, timely, accurate, and respectful.
- Is well versed in Keyera's business and understands how the individual business units work together to achieve Keyera's vision of being the North American leader in delivering midstream energy solutions.
- Is a team player and someone that can work autonomously when required, drawing on 5+ years of payroll experience.
- Has knowledge of the Workday system for payroll, absence and time tracking.
- Has completed their PCP or CPM Certification through the Canadian Payroll Association.
- Has a strong knowledge of Provincial laws and requirements and stays up to date on all legislative changes.
- Has previous experience with US payroll.
- Is comfortable in a fast paced work environment.
- Has excellent written and verbal communication skills.

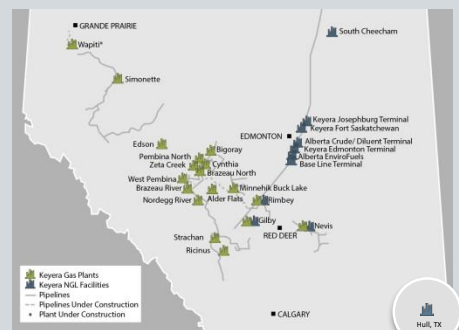
ABOUT KEYERA

Keyera operates an integrated Canadian-based midstream business with extensive interconnected assets and depth of expertise in delivering midstream energy solutions.

We provide essential services to oil and gas producers in the Western Canada Sedimentary Basin including:

- Raw natural gas gathering and processing
- Natural gas liquids (NGL) fractionation, storage, transportation, logistics and marketing services
- Diluent logistics for oil sands customers
- Iso-octane production, logistics and marketing

LEARN MORE



Meet our team and join the conversation

keyera.com



KEYERA CAREER OPPORTUNITY

THE POSITION

- Processing semi-monthly payroll for both Canada and the US.
- Maintaining a thorough knowledge of payroll law, compliance and reporting requirements and ensure that proper procedures and legislation are followed. .
- Accurate and timely payroll system changes such as: rate, address, benefit, garnishments, new hires, terminations, etc.
- Processing US payroll employees in the Paychex system.
- Managing and importing hours from the US time keeping system.
- Adhering to critical deadlines.
- Assisting in streamlining processes.
- Calculating employee benefits such as pension and other employee deductions.
- Calculating and administering Director fees on a quarterly basis.
- WCB reporting.
- Paying of employee benefits.
- Answering employee inquiries in a timely manner.
- Assisting in year-end processing and balancing.
- Maintaining Employee files.
- Other payroll related duties as required.

APPLY NOW

If you are interested in an opportunity to join a winning culture that fosters innovative thinking, open communication, integrity, and mutual respect then please submit your resume to :

careers@keyera.com by **September 20, 2019**.

Please quote competition number and job title in the subject line when applying.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

REWARDS AND BENEFITS

Keyera is committed to being an employer of choice and strives to offer a well rounded total compensation package combined with a comprehensive benefits program designed to ensure the health and well-being of our employees and their families.

Our comprehensive total compensation package includes:

- a variable pay program tied to corporate and individual performance;
- a flex credit pool that can be allocated to suit your individual and family circumstances;
- A personal fitness account;
- Eight flex days and two paid community services days;
- And an employee assistance program for confidential and professional assistance to help you and your family.

PROUDLY NAMED



LEARN ABOUT OUR BUSINESS



SAFETY



CULTURE



DEVELOPMENT



MIDSTREAM 101

