



PAYROLL ANALYST

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| Reporting to: | Sr Systems & Solutions Specialist |
| Department: | Human Resources |
| Type of Position: | Part Time – 3 days per week |
| Location: | Calgary, Alberta |
| Posting Number: | PXT20240122 |

Why work at Parex Resources Inc.?

The Parex team is always looking to add top talent to our organization who share our values and bring capabilities to deliver our business safely and with integrity aligned with our Environmental Social & Governance (ESG) commitments in the areas where we operate.

Parex Resources is a publicly-traded exploration and production company. With its headquarters in Calgary, Canada, and its operations in Colombia, the company has an over 10-year history of delivering shareholder value. Highly profitable, the company possesses a strong balance sheet and is extremely well positioned to continue growing organically.

As we shape the Parex story, we are grounded in making the right decisions for all stakeholders, including the communities where we live and work, environmental stewardship, our employees and investors. This includes a robust Total Rewards package for all of our employees, to ensure that we continue to attract and retain top talent. Be part of an exciting and growing team that continues to exceed expectations and transform to keep pace with the ever-changing global industry.

How do you fit in?

As a permanent Part Time (3 days per week) Payroll Analyst, you will make a significant contribution by bringing your experience and enthusiasm to administering payroll for our Canadian employees and assignees. This role predominantly delivers full-cycle payroll while undertaking a variety of other related duties.

What you will do:

- Audit employee records in Ceridian Dayforce; ensure that employee changes are entered correctly and updated on a timely basis; review changes for proper authorization and adherence to policy including compliance with federal/provincial legislation.
- Prepare and process semi-monthly payroll with salaried and timesheet hourly employees, taxable benefits, donations, service awards, award tax withholdings and legislated remittances.
- Reconcile timesheets and vacation pay, ensure proper pay periods calculations, verify, and remit Record of Employment (ROE) data.
- Generate timely payroll funding requests for payment processing via the Treasury department including government and third party remittances, Workers Compensation (WCB), RRSP, and garnishments.
- Calculate and remit shadow payrolls for expatriate employees and assignees.
- Administer Stock Option and Restricted Share Unit (RSU) exercises, verify tax withholdings, process within payroll, and submit remittances.

- Review payroll reporting for semi-monthly payroll journal entries.
- In collaboration with HR Analyst, responsible for accrual, preparation and processing of annual bonuses and retroactive pay, quarterly director fees and legislated withholdings.
- Within Morgan Stanley Shareworks, verify new grant awards, vest elections results and exercises.
- Calculate, reconcile and process payment of the quarterly benefits program via Ceridian Dayforce and send manual payment, liaise with employees and financial advisors, and ensure advisor data is accurate, current, and complete.
- Reconcile payments to CRA and communicate on outstanding issues.
- Process year-end activities, including all year-end adjustments, taxable benefit reporting, file T4-AB and T4-ZZ, and complete all year-end reporting, payroll audits, and reconciliation.
- Update transfer pricing agreements and WCB reporting for annual filing requirements.
- Coordinate between payroll, human resources, finance, and other departments.
- Reconcile third party benefit invoices and update employee records as required.
- Communicate with employees about quarterly benefits, T4s and other matters.
- Monitor and maintain payroll email inbox – ensuring employee payroll queries and other payroll related matters are addressed in a timely manner.
- Investigate, review, and recommend enhancements for process changes.

What you must have:

- Payroll Compliance Practitioner (PCP) certification is required.
- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field preferred.
- 5 to 10 years of related payroll experience is required.
- Proficiency in Ceridian Dayforce is an asset.
- Experience with SAP or other financial reporting system is an asset.
- Proficiency in Morgan Stanley Shareworks Administration.
- International oil and gas experience would be considered an asset.
- Comprehensive understanding and working knowledge of end-to-end payroll processing in Canada and for international assignments.
- Strong computer proficiency in MS business software (Excel, PowerPoint, Outlook & Word).
- Self-motivated, self-starter with superior analytical and problem-solving skills.
- Excellent interpersonal and communications skills, including both verbal and written.
- Ability to pay close attention to detail and ensure high quality of work.
- Team player that collaborates well with others to achieve results.
- Ability to get the job done with minimal direct supervision and support services.
- Strong sense of urgency.
- Ability to effectively manage multiple tasks and changing priorities in a fast-paced environment and quick to learn and tackle new challenges on an ongoing basis.

Where you'll be working:

This position is located in our Corporate Headquarters at 2700 Eighth Ave Place, West Tower in Calgary, Alberta T2P 1G1, Canada.

Ready to join our team?

Please apply via the posting on [LinkedIn](#).

Posting Closes: February 12, 2024

We appreciate your interest in working with us, however, only those applicants selected for interviews will be contacted.