

TERMINAL CITY CLUB

POSITION POSTING

PAYROLL COORDINATOR

ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and Canadian Society of Club Managers '2020 Club of the Year', we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Our team of service professionals take care of our members and in turn, we take care of our team. For our employees, we thrive in a team oriented, member-first environment, offering competitive wages, extended benefits & pension, Club Fund bonus, staff events, development opportunities, hot meals daily, easy access to transit and more! If this sounds like a place you would like to be a part of, this opportunity may be for you.

We are looking for an exceptional individual to join our team as a full time Payroll Coordinator. Providing timely and accurate payroll services to our staff will be your top priority, with the opportunity support many of the employee-related benefits. You are known for your approachable style and solutions-based mindset and enjoy the uniqueness of the Club world.

JOB RESPONSIBILITIES

- Perform all related payroll entries including bi-weekly payroll in a timely and accurate manner; journal entries; and year end procedures using Ceridian Dayforce
- Enroll new employees into Dayforce; support the onboarding process; and generate various reports
- Administer the benefits and pension plan programs (enrolment, remittance, termination and reconciliation)
- Assist in maintaining employee records
- Work closely with and may also assist the Human Resources team

REQUIRED SKILLS AND EXPERIENCE

- Demonstrated experience with full-cycle payroll processing and applied payroll legislation knowledge; Payroll Compliance Practitioner certification an asset
- Proficient with Excel and other Microsoft programs
- Experience with time-driven deadlines; and an eye for detail and accuracy
- Strong problem-solving skills and the ability to effectively juggle competing priorities
- Knowledge of Ceridian Dayforce and familiarity with Club-based systems (e.g. Jonas) an asset
- Highly motivated; able to work independently in a team-oriented setting
- Excellent written and verbal communication skills

HOW TO APPLY

Please submit your cover letter and resume to: Deana Stewart, Director of Human Resources; hr@tcclub.com.

We thank all applicants for their interest; and will contact those candidates being considered.

