Staff Accountant/Union payroll administrator

Pacific Rim Industrial Insulation is looking for a Staff accountant/Payroll administrator for our head office located in Surrey, BC. We are a growing construction company with branches in British Columbia and Alberta specializing in insulation, cladding and asbestos abatement.

**Responsibilities**

* Own and manage the full accounts receivable cycle including invoice preparation and collections for the Company
* Maintain current accounts receivable aging reports with up-to-date collection information and support cash management activities
* Process full-cycle salary, hourly, union and non-union payroll using our in-house ERP system and Sage 50
* Manage, reconcile, file and remit weekly, monthly, quarterly and annual remittance payments (WCB, GST, Union etc.)
* Review and ensure timely reporting of all payroll withholding tax payments to appropriate government agencies
* Input and verify new hire information and data changes Sage 50
* Resolve time entry issues and assist with time entry as required
* Respond to payroll inquiries in a timely manner
* Assist in month-end close procedures
* Serve as back up to other positions in the accounting department
* May perform other related duties as assigned by Controller

**Requirement**

* The ideal candidate must be able to adapt in a dynamic, fast-paced environment, while having a strong attention to detail. Strong organizational and communication skills will round out the successful candidate
* CPA student or equivalent
* Strong foundation in basic accounting concepts
* 3-5 years of directly related experience
* Previous experience with Unions an asset
* Previous exposure to full cycle accounting an asset
* Excellent interpersonal and communication skills with an ability to build strong inter-departmental relationships
* Strong software skills with both accounting systems and the Microsoft suite of products
* Team player and customer service oriented

Working Conditions

* Office hours of work are Monday to Friday 7:30am to 4:00pm
* Some overtime may be required on a periodic basis