



Time & Pay Clerk

Location: Kitimat, BC, Canada

Job ID: R6772

Job Status: Full-Time

Description

Job Summary:

Reporting to the Time and Pay Lead, the Time and Pay Clerk is responsible for the accurate and timely entry and reporting of data in the company financial systems. This includes employee data management, time entry, weekly payroll, CLAC affiliated subcontractor management, reporting and LEM creation (when applicable). Interaction and communication with project teams are important to ensure accuracy, timeliness, and completeness of data.

Essential Responsibilities:

- Enters new hire, transfer and termination information into JDE
- Generates and verifies Record of Employment information
- Verifies the receipt of complete documentation and accuracy of employee information in JDE
- Enters labour and equipment hours from timesheet into JDE
- Verifies coding and hours are correct
- Prepare hourly and salary payroll weekly
- Process living out allowances, travel pay & safety bonuses, when applicable
- Confirms regular time and overtime splits
- Organize and route pay stubs/cheques to hourly employees
- Understand Independent Service Provider Agreements
- Pull and verify WCB Clearance letters
- Process and distribute weekly and monthly reporting
- Sets up billing classifications and rates

Qualifications:

- Previous office experience, with an affinity for data and numbers; a background in payroll processing would be a significant asset
- Completion of post-secondary education in accounting or business would be an asset
- Strong computer skills in Microsoft Office (Word, Excel and Outlook)
- Strong analytical skills with attention to detail and accuracy



- Ability to work independently and in a team environment, able to multi-task, set priorities and meet deadlines
- Relevant industry and JD Edwards experience would be an asset

Work Conditions:

- This is a site based position working a 20 days on/ 10 days off rotation

Additional Information:

Company Description

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But when you work for Ledcor, your experience will go far beyond the project. Do you want a career that means more? Join our True Blue team now!

Employment Equity

At Ledcor we believe diversity, equity, and inclusion should be part of everything we do. We are proud to be an equal-opportunity employer. All qualified individuals, regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or any other identifying characteristic are encouraged to apply.

Our True Blue team consists of individuals from all backgrounds who contribute diverse perspectives and experiences to Ledcor. We are committed to continuing to build on our culture of empowerment, inclusion and belonging.