



Job Posting Payroll Administrator

Located in the North Thompson Valley, **Simpco Resources Group** is a community-driven organization dedicated to creating sustainable economic opportunities within the Simpcw'ulécw (Simpco Territory). Guided by respect for the land, environment, and Simpcw culture, we deliver environmental, management, and operational services across a range of industries. We are committed to fostering self-sufficiency, supporting long-term community growth, and balancing economic development with environmental stewardship by being the major contractor and competing for work in both the public and private sectors.

We are seeking a **detail-oriented and analytical Payroll Administrator** to support our growing workforce. Reporting to the Controller, this role supports payroll processing, maintains accurate and confidential employee records, and works closely with Finance and Human Resources. Payroll experience is valued, but we also welcome candidates with exceptional mathematical ability, advanced Excel skills, critical thinking, and the ability to quickly learn complex systems. This position may be based in **Kamloops or Barriere**, with preference given to Barriere.

Our ideal candidate has the **following qualifications**:

- Minimum 3 years of direct payroll or accounting experience. Equivalent combinations of education and demonstrated aptitude will be considered.
- Canadian Payroll Association (National Payroll Institute) PCP designation or enrollment in the PCP program is considered an asset.
- Experience supporting payroll operations for large or complex workforces across multiple business units, projects, or locations is strongly preferred. Experience processing payroll for 200+ employees will be considered an asset.
- Working knowledge of Canadian payroll legislation, Employment Standards, statutory remittances, and CRA reporting requirements is required.
- Experience supporting seasonal, project-based, construction, resource, industrial, or field-based workforces is considered an asset.
- Experience identifying payroll process improvements, system enhancements, and workflow efficiencies is considered an asset.
- Exceptional computer skills, with advanced proficiency in **Microsoft Office Suite**, particularly **Microsoft Excel**.
- Post-secondary education in Accounting, Finance, Business Administration, Bookkeeping, Payroll Administration, or a related field is considered an asset.
- **Strong mathematical** aptitude and the ability to work accurately with numbers, calculations, and data.
- Demonstrated critical thinking, analytical, and problem-solving skills with the ability to identify discrepancies and resolve issues efficiently.
- Experience working with accounting and ERP software is considered an asset, preferably **Aimsio** and **Explorer Eclipse**.
- Highly organized with exceptional attention to detail and a commitment to accuracy.
- Ability to learn new systems, processes, and software quickly.
- Strong time management skills with the ability to manage multiple priorities and meet deadlines.



- Excellent communication and interpersonal skills with the ability to collaborate effectively across departments.
- Ability to maintain confidentiality and exercise discretion when handling sensitive employee and payroll information.
- Experience working with Indigenous organizations or communities is considered an asset.
- Knowledge of the Simpcw First Nation community is considered an asset.

In this role you will:

Payroll Administration

- Maintain payroll records for all employees, approximately 250, including activating and deactivating employees within payroll systems.
- Collect and review employee timekeeping information and enter timesheet data into accounting software in preparation for bi-weekly payroll processing.
- Ensure payroll information is processed accurately and submitted within established payroll deadlines.
- Collaborate with Human Resources to process overtime, paid time off, vacation entitlements, and sick leave.
- Resolve payroll discrepancies by gathering, reviewing, and analyzing relevant information.
- Maintain payroll operations by following organizational policies, procedures, and legislative requirements.
- Safeguard employee information and maintain strict confidentiality of payroll records and related documentation.

Payroll Compliance & Reporting

- Assist with the preparation of year-end payroll documentation, including **T4 slips**, **Records of Employment (ROEs)**, and other required **Canada Revenue Agency (CRA)** reporting.
- Support payroll audits and internal reporting requirements as needed.
- Ensure payroll records are maintained accurately and in accordance with applicable regulations and company standards.
- Assist with payroll-related reconciliations and reporting activities.

Team Support & Administration

- Respond to payroll-related inquiries from employees and management.
- Work collaboratively with Human Resources and Finance to support employee lifecycle processes.
- Support continuous improvement of payroll processes and administrative procedures.
- Perform other payroll, bookkeeping, accounting, and administrative duties as assigned.

What's in it for you?

- **Competitive total compensation:** You'll earn a competitive salary based on your experience and expertise. The expected base salary range for this position is **\$60,000 - \$80,000** per year.
- **Supportive, team-first culture:** Join a positive, collaborative team where your contributions are valued and your voice is heard.
- **Comprehensive benefits:** Extended Health & Dental coverage to support your well-being.
- **Retirement savings support:** Employer-matched Registered Pension Plan (RPP) program to help you plan for the future.
- **Cell phone reimbursement:** Receive \$20/ pay period to stay connected.
- **Vacation:** Competitive vacation entitlement, including **two (2) weeks** of annual vacation for eligible employees, in accordance with SRLLP policy.



- **Personal Time Off (PTO):** Life happens, and we want to support you both inside and outside of work. Employees in this position participate in our PTO program, allowing them to accrue paid time off for personal appointments, family responsibilities, and other everyday needs.
- **Work-life balance in a great location:** Based in our **Barriere, BC office**, enjoy the benefits of small-town living with access to outdoor recreation and a strong community.
- **Career growth & development:** We invest in your future with on-the-job learning, formal training opportunities, and reimbursement for relevant tuition and professional memberships.
- **A workplace where you belong:** Be part of a positive, innovative, and inclusive environment where you can grow your career and make an impact.

Build your future with Simpchw Resources Group

If you're looking to grow your career in a **sustainable, future-focused industry**, there's no better place than **Simpchw Resources Group**.

Rooted in Simpchw values, we are committed to responsible land stewardship, economic development, and creating opportunities that benefit future generations. Here, your work has **purpose, impact, and connection to the North Thompson community**. You will be a part of a team that is **collaborative, innovative, and proud of the work we do across Simpchw'ulécw (Simpchw Territory)**.

We're growing—and we want you to grow with us, apply today.

Application Process

The Company is committed to supporting employment opportunities for Simpchw First Nation members. Every effort will be made to notify and encourage applications from qualified Simpchw First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpchw First Nation members will be strongly considered and evaluated based on the qualifications, skills, experience, and operational requirements of the position.

Interested applicants are encouraged to apply online via [Careers Opportunities at Simpchw Resources Group » Join Our Team](#).

About Simpchw'ulécw (Simpchw Territory) & the North Thompson Valley

Located along the North Thompson River, **Barriere and the surrounding region offer a lifestyle that's hard to find anywhere else**, where natural beauty, outdoor recreation, and community connection come together.

Here, you can enjoy:

- Direct access to **lakes, rivers, and backcountry wilderness**
- Year-round recreation like **hiking, fishing, snowmobiling, and skiing**
- A **welcoming, close-knit community** with local events, markets, and traditions
- A more relaxed pace of life with **space to breathe and room to grow**

And when you need it, **Kamloops is just 45 minutes away**, offering expanded amenities, healthcare, and entertainment, giving you the **best of both small-town living and city access**.

Curious what life is like here? Watch these short videos to experience Barriere and the North Thompson Valley: [Barriere](#) | [Lower North Thompson Valley](#) | [Wells Gray Provincial Park](#) | [North Thompson Fall Fair &](#)



[Rodeo](#) Visit [Kamloops Tourism](#) to learn about the community and find out why life is better here.

Additional Information

Certain client worksites may require pre-site-access drug and/or alcohol testing as a condition of access to the worksite. Where such testing is required, the Employer may schedule and coordinate the testing process, and you will be required to comply with all applicable site-access requirements before attending the worksite.

Thank you for your interest in Simpco Resources Group. Only candidates selected for an interview will be contacted. Preference may be given to qualified applicants of Indigenous ancestry, in accordance with applicable employment equity legislation.