



Job Posting Payroll Associate

Located in the North Thompson Valley, **Simpchw Resources Group** is a community-driven organization dedicated to creating sustainable economic opportunities within the Simpcw'ulécw (Simpchw 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.

Reporting to the Controller, Simpcw Resources Group is seeking a **detail-oriented and analytical Payroll Associate**, based in the **Barriere** office, to support payroll operations across the organization. This role is responsible for supporting payroll administration, maintaining accurate employee payroll records, and ensuring payroll information is processed accurately and confidentially. We welcome applicants with payroll experience as well as individuals who bring exceptional mathematical ability, advanced Excel skills, strong critical thinking, and a proven ability to learn complex systems and processes. **Comprehensive on-the-job training will be provided to the successful candidate, making this an excellent opportunity for someone looking to build a career in payroll and accounting.** The Payroll Associate will work closely with Finance and Human Resources to deliver a high level of payroll accuracy and employee service.

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

- 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.
- Experience in payroll administration, bookkeeping, accounting, administration, or a related role is considered an asset but is not required. We are willing to train a candidate who demonstrates strong mathematical aptitude, computer proficiency, attention to detail, and a willingness to learn.
- **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 **\$55,000 - \$65,000** per year depending on skills and experience.
- **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 **three (3) 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 or Clearwater, BC offices**, 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 Simpcw 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 Simpcw 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 Simpcw'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 Simpcw First Nation members. Every effort will be made to notify and encourage applications from qualified Simpcw First Nation members prior to or concurrent with broader recruitment efforts. Applications from Simpcw 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 by emailing their resume to HR@simpchwresourcesgroup.com

Thank you for your interest in Simpcw 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.