



A. HARVEY & CO. LTD

JOB POSTING –COMPENSATION ADMINISTRATOR

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

The Role

The company has an opening for a full time, permanent Compensation Administrator located at the A. Harvey & Co. Ltd. office at 60 Water Street. In this role, the Compensation Administrator will interact with all divisions of the A. Harvey Group of Companies. The Compensation Administrator is responsible for the timely processing of weekly & bi-weekly payrolls for all A. Harvey Group of Companies and this role is the primary contact for employees related to their company sponsored pension and benefit plans, as well as the key contact for payroll related enquires.

Some specific responsibilities of this role include but are not limited to the following:

- Preparation and processing of weekly & bi-weekly payrolls.
- Weekly remittances to Canada Revenue Agency (CRA).
- Monthly remittances based upon established/legislated guidelines for governments and unions
- Monthly Pension Remittances & Reporting
- Monthly RRSP & TFSA Remittances
- Monthly reporting to Statistics Canada
- Administration of employee benefits and providing resources to employees.
- Weekly & Monthly intercompany invoicing
- Monitoring Group Benefit deductions
- Preparation of Records of Employment, Year End procedures and T4's
- Administration of Employee Wellness Program
- Responsible for maintaining all personnel files
- Monitoring and tracking of hours for employee increases
- Processing payroll changes related to various Collective Agreements and their respective signing dates.
- Annual procedures such as but not limited to: Maintaining communication with Retirees, annual system updates & changes

The Candidate

The ideal candidate will have the following:

- Post-secondary education in accounting/payroll/business administration with related experience as well as continuing education through Canadian Payroll Association.
- Completion of National Payroll Association.
- Completion of CPBI certification.
- Completion of accounting courses.
- Effective written and oral communication skills.
- Strong attention to detail.
- Aptitude for computers and other technology.
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.
- Teamwork skills that support a team based operation.
- Strong analytical skills.
- Work as a member of the A. Harvey Human Resources team to provide information to senior management.
- Effective organizational and communication skills.
- Ability to work in a repetitive, multitask environment.

If you are interested in this role, please forward an application by August 10th, 2022 to:

**Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca
www.aharvey.com**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.