

The Suttie Group

Passionate about people, partnerships and performance

Payroll & Benefits Specialist

The Suttie Group is working with a Vancouver based, mid-tier precious metals producer who's portfolio contains multiple international projects. Our client has an exciting opportunity for a veteran Payroll & Benefits Specialist.

The Payroll and Benefits Specialist is responsible for administering the payroll for Vancouver based employees, directors, and expatriates across the Company, administering transactions related to the Company's stock based incentive plans, and coordinating expatriate taxation requirements, in accordance with regulatory requirements. The Specialist will also be responsible for administering the Company's corporate and expat benefit plans.

KEY RESPONSIBILITIES

The Payroll and Benefits Specialist is responsible for, but not limited to, the following:

Corporate Office Payroll:

- Administer the corporate office payroll for Vancouver based employees and directors, including:
 - Updating and maintaining payroll data to include new hires, terminations, benefits and changes
 - Ensuring taxable benefits are recorded appropriately
 - Obtaining the necessary approvals for all payroll transactions
 - Providing the Finance department with monthly payroll summaries, separated by department
 - Reviewing and prepare monthly payroll JE's and provisions
 - Processing quarterly director meeting fees and retainers
- Review and process monthly benefit premiums for employees
- First point of contact for all payroll related questions, enrolments, changes and exits
- Intermittently reconcile employee benefit premiums and adjust
- Complete quarterly workers compensation reporting
- Administer RRSP contributions for corporate employees
- Review and maintain accuracy of the payroll master for T4 reporting
- Reconcile ADP payroll master to G/L and T4 summary and reporting
- Update master of executive pension benefits
- Administer MSP on behalf of employees

Expatriate Payroll:

- Administer the payroll for expatriate employees, including:
 - Updating and maintaining payroll data to include new hires, terminations, benefits and changes
 - Liaise with site HR and finance teams to ensure accurate processing of the monthly payroll
 - Ensure taxable benefits are reported appropriately
 - Obtain the necessary approvals for all payroll transactions
 - Ensure costs are allocated appropriately
- Review and process monthly benefit premiums

Expatriate Taxation:

- Prepare and distribute annual payment summaries for tax return purposes
- Coordinate annual tax return process in home and host countries (liaise between the expat and the external tax provider)
- Review tax equalization calculations and coordinate payment of refunds or liabilities (from or on behalf of the expats)
- Plan ahead to minimize tax implications for incoming and departing expats, as well as additional (and sometimes unexpected) annual withholding obligations
- Maintain an extensive register of home and host country obligations for each expat, including their tax residency status
- Maintain up to date knowledge of tax obligations for all components of expat compensation in home and host countries.
- Liaise with in-country personnel to coordinate processing of tax payments, registration at local tax offices, ensuring the correct tax withholding obligations are applied, etc.
- Review PwC invoices to ensure accuracy
- Review, interpret and advise on the Company's International Income Tax policy

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Equity Transactions:

- Process employee exercise and redemption requests, including ensuring the appropriate documentation and approvals have been obtained, and liaising with the designated broker
- Request treasury certificates and coordinate settlement with the designated broker
- Update and maintain all group and individual equity registers following any grant, exercise/redemption, expiry or cancellation.
- Prepare accurately monthly stock structure reporting to the Finance and Legal and Administration departments on a timely basis
- Prepare and file insider reports, as required
- Prepare and file TSX monthly reports in accordance with regulatory requirements
- Execute purchase or sales of securities as instructed by the President & CEO in accordance with the Company's Strategic Investment Policy
- Maintain current knowledge of income tax withholding and reporting obligations for equity income in each country of operation, and ensure all obligations are fulfilled.

Insurance and Benefits Administration:

- Administer the corporate and expatriate employee benefit plans; advise employees on plan provisions and provide support in claims processing as required

QUALIFICATIONS:

- Appropriate college or university qualifications
- Solid understanding of compensation/total rewards role
- Accounting background preferred
- Proficient in the use of Microsoft Office programs (Excel, Word, PowerPoint and Outlook)
- Demonstrated experience using online payroll programs
- Excellent verbal and written communication skills

Experience with:

- international payroll and government regulatory reporting
- expat multiple currency payroll
- monthly management reporting needs
- foreign exchange account translation
- administration of long term equity programs

Attributes:

- Demonstrated analytical, organizational, and problem-solving skills;
- Ability to work with a high degree of discretion and tact in handling confidential matters;
- Thrives in a fast-paced work environment.
- Strong written and verbal communication skills, with the ability to work effectively at all levels
- A motivated, resourceful, self-starter who can work independently with minimal direction
- Superior attention to detail
- Demonstrated ability to work well under pressure and meet deadlines
- Ability to process detailed transactions with great accuracy and timeliness
- Detail oriented and accurate in execution, ability to work well under pressure and with minimal supervision;
- Exceptional interpersonal skills with the ability to develop strong working relationships with persons at all levels within an organization;

If you are a seasoned **Payroll & Benefits Specialist** who enjoys a challenge, this may be the opportunity you have been waiting for. Please submit your resume in MS Word format to Elizabeth via the www.suttiegroup.com website.

Your confidentiality is assured and we look forward to representing you!