



Harvest Operations Corp. is a diverse energy company, based out of Calgary, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach taken to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action taken each day.

Harvest has an immediate opening for an experienced **Payroll and Benefits Administrator** to join our existing Human Resources team. Reporting to the Manager, Human Resources, position will be based in Calgary.

Responsibilities:

- Timely and accurate completion of all payroll-related functions including: full-cycle payroll (semi-monthly), process adjustments to taxable benefits and employee savings plan deductions / matching contributions
- Administer employee benefit plans including enrollment, updates, and monthly reconciliation of benefits invoices
- Ensures timely preparation of ROE's and processing of T4s and T4As
- Ensures payroll meet CRA guidelines, employment standards, payroll regulations
- Quarterly and annual WCB reporting
- Handling payroll and benefits related inquires including audit inquires
- Monthly payroll and benefits reporting and reconciliations including cheque requisitions as required

Qualifications:

- 5+ years payroll experience, preferably in the oil and gas industry
- Successful completion of the Payroll Compliance Practitioner (PCP) certificate (or very near completion) required
- Experience with Ceridian Insync and or Dayforce is required
- A good understanding and working knowledge of CRA regulations/employment standards
- Excellent communication, teamwork, and problem-solving skills
- Proficient in MS Office with an in-depth knowledge of Excel
- Strong organizational and time management skills
- Strong communication skills, ability to maintain confidentiality and build positive working relationships with office and field staff

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package, including vacation and flexible days off. We are committed to providing ongoing professional development and opportunities for career advancement. Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please email your resume and cover letter to: careers@harvestenergy.ca

***Please reference "Job Posting - #10251 – Payroll and Benefits Administrator" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.