

Job Title: **PAYROLL ACCOUNTANT**
Location: Cypress Mountain Resort
6000 Cypress Bowl Road, West Vancouver, BC V7V 3N9
604-926-5612 www.cypressmountain.com
Department: Accounting
Status: Full Time/Year Round (FTYR)
Reports To: Financial Controller
Start Date: July 2024

If you thrive in a fast-paced work environment, are a detail oriented problem solver and have a love for numbers, this role is for you.

Join the Cypress Mountain Accounting Team as a Payroll Accountant and help with a variety of payroll and accounting tasks including administration of the payroll process, assisting in account reconciliation, consolidating and disseminating reports, maintaining financial records and data entry. This position is an on mountain position and will work out of the Accounting office on Cypress Mountain (located just 30mins from downtown).

DUTIES & RESPONSIBILITIES (include but not limited to the following):

- Implements, maintains and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, wages, benefits, garnishments, taxes and other deductions
- Ensures the accurate and timely processing of payroll updates including new hires, terminations and changes to pay rates
- Prepares and maintains accurate records and reports of payroll transactions
- Ensures compliance with federal, provincial and local payroll, wage and hours regulations and best practices
- Facilitates audits by providing records and documentation to auditors
- Identifies and recommends updates to payroll accounting software, systems and procedures
- Creates and process journal entries relating to the full payroll function, including bi-weekly payroll journal, Workers Compensation entries, Employee Health Tax entries, vacation accruals
- Files monthly/quarterly and annual payroll taxes, including Workers Compensation Board and Employee Health Tax
- Assists in the monthly account reconciliation process
- Assist and supports the Controller in their job duties
- Contribute to overall department goals by performing other related duties as assigned

QUALIFICATIONS/COMPETENCIES:

- Bachelor's degree in accounting, finance, or a related field preferred
- Proven experience as a Payroll Accountant or in a similar role, preferably in Canada
- Experience in Ceridian/Dayforce is preferred

- Ability to understand payroll systems and gain knowledge if there is no previous specific experience
- In-depth knowledge of Canadian payroll processes, tax regulations, and employment standards, with a focus on British Columbia
- Strong understanding of federal and provincial payroll laws, including the Employment Standards Act of British Columbia
- Excellent written and verbal communication skills
- Competency in MS Office, databases and accounting software
- Hands-on experience with spreadsheets and financial reports
- Excellent time management and organizational skills
- Accuracy and attention to detail
- Well organized, punctual, hardworking, self-motivated and outgoing
- Ability to remain organized and courteous when under pressure
- Excellent interpersonal skills, problem solving and decision making skills
- Adaptable to work effectively in a diverse and ever-changing working environment
- Ski industry experience an asset but not required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to legally work in Canada
- Valid driver's license
- A reliable/insured vehicle with winter tires to get to/from work (no shuttle service in the off season months)

WAGE/BENEFITS:

- Wage: \$70,000/annual salary
- Benefits package
- Annual bonus program
- Skiing/riding/cross country skiing/snowshoeing/snow tubing benefits
- Season pass(es) for immediate family (including spouse and minor children)
- Free Lessons
- Discounts in F&B & Big Bear Sports
- FUN work atmosphere in unique environment!

TO APPLY:

Please visit www.cypressmountain.com/employment to apply online

We thank all applicants but only those selected for an interview will be contacted.

The above description is a general overview of the responsibilities of the position but is not intended to be all-encompassing. Additional or alternative responsibilities may be assigned and discussed, depending on the dynamic needs of the department and Cypress Mountain Resort as a whole.