



Job Title: Payroll Administrator

About North Atlantic

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

Position Overview

The Payroll Administrator is responsible for maintaining payroll information by collecting, organizing, calculating and entering confidential information. The ideal candidate will have strong mathematical and analytical skills with keen attention to detail to ensure employees are paid accurately and on time.

Accountable to accurately and efficiently process and record employee payments and payroll taxes into payroll systems, while translating business and regulatory changes into systems and processes. The Payroll Administrator will ensure compliance with key controls, legal and business requirements and financial transaction recording protocol/standards.

Duties and Responsibilities:

- Maintain and update employee information, such as records of employee attendance and leaves to calculate pay and benefit entitlements.
- Assist to prepare, verify and process all employee payroll related payments, including regular pay, benefit payments, and special payments such as bonuses and vacation pay.
- Manage monthly interface of timekeeping system to payroll system, review information and solve discrepancies and issues.
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, benefits and pension plans.
- Handle primary payroll related queries from employees, including internal and external partners.
- Complete, verify and process forms and documentation for administration of benefits such as pension plans, leaves, share savings, employment and medical insurance.
- Prepare payroll related filings and supporting documentation, such as year-end tax statements, pension, Records of Employment and other statements.
- Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits accounts.



- Support the day-to-day administration of the payroll team activities.
- Assist with ad hoc requests.
- Other duties as assigned.

Qualifications:

- Post Secondary Business Certificate or Diploma with a focus in Payroll, an equivalent combination of education and work experience may be considered.
- 1 to 3 years of prior related work experience required.
- Bilingual French/English is preferred.
- Experience with HR and Payroll software, ADP, Workday, SAP (and broader ERP)
- Proficient in Microsoft office suite.
- Proven ability to set priorities and meet deadlines in a fast-paced environment.
- Comfortable with technology and quick to learn new systems.
- Demonstrated professionalism, sound judgment and the ability to use discretion and diplomacy while maintaining confidentiality, ethics and company standards.
- Work in a manner that exemplifies honesty, integrity, quality, and trust.
- Analytical with a strong attention to detail and accuracy.
- Strong communication and interpersonal skills to collaborate with cross-functional teams.
- Proficient organization, and time management skills.
- Capable to work under minimal supervision, independently or as a part of a team.
- Able to multi-task in a fast paced, deadline driven, team focused environment.
- Willingness to travel for work as needed.
- Ability to operate effectively amid ambiguity and in new/rapidly evolving environments.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca