



## **Payroll & Workforce Administrator**

Tourmaline Oil Corp. is a Canadian senior crude oil and natural gas exploration and production company with approximately 300 employees and 400 contract workers. The Company is focused on long-term growth through an aggressive exploration, development, production and acquisition program in the Western Canadian Sedimentary Basin.

Tourmaline Oil Corp. is currently seeking a full time Payroll & Workforce Administrator. The successful candidate will be responsible for the administration of all Tourmaline workers (employees & contractors) including payroll, recordkeeping, reporting as well as other administrative tasks as required. Main responsibilities include:

- Maintaining the Company's workforce roster including all Tourmaline employees and contractors;
- Onboarding and offboarding workers as required;
- Coordinating the Contract Operating Agreements for all contractors;
- Overseeing all benefit plans including adding or removing employees as required,
- Preparing regular (semi-monthly) and irregular (off-cycle) payroll runs;
- Ensuring payroll compliance with Company policies and procedures as well as government regulations;
- Completing year-end processes and reporting requirements including tax forms (T4, T4 summary and T2200), stock option benefit plan and other taxable benefits;
- Verifying WCB estimates (AB – annually and BC - quarterly);
- Handling all payroll-related inquiries, audit queries and regulatory filings;
- Keeping taxable benefit calculations up to date in payroll system and ensuring they agree to benefits reconciliation;
- Working as part of a team to continuously and proactively improve compensation processes and practices.

### **Position Requirements:**

- A minimum of five (5) years of experience in payroll and benefits;
- A post-secondary diploma in accounting, business, human resources or related field. PCP/CPM designation is considered an asset;
- Experience in calculating gross to net pay, analyzing payroll results, and reconciling year-end output;
- Experience with various compensation plans (RSU, Stock Options & Group Savings) is considered an asset;
- Experience with Ceridian Dayforce payroll software and Solium Shareworks Equity Plan Management software would be beneficial;
- Proficiency with MS Office applications Word, Excel and PowerPoint;
- Strong organizational and analytical skills and the ability to multi-task to meet tight deadlines while maintaining attention to detail and accuracy; and
- Ability to ensure confidentiality & privacy of information.

If you are interested in this position, please send your resume Attn: Jovanka Hughes to [careers@tourmalineoil.com](mailto:careers@tourmalineoil.com)