



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 Analyst** to join our existing Human Resources team. Reporting to the Manager, Human Resources, position will be based in Calgary.

Responsibilities:

- Administer payroll on a semi-monthly basis for salaried and hourly employees
- Enter new employees, status changes and terminations
- Monthly payroll reporting and reconciliations including cheque requisitions as required
- Quarterly and annual WCB reporting
- Set up employees in savings and benefits plan
- Handle short-term and long-term disability claims
- Complete ROE's as required
- Calculate and remit employee arrears and garnishee of wages
- Provide year end reporting and processing assistance, including the printing and reconciling of T4's
- Respond to employee and department inquiries as they relate to payroll
- Assist HR team with annual compensation program
- Assist HR team with recruitment as necessary
- Other duties may apply

Qualifications:

- 5+ years payroll experience, preferably in the oil and gas industry
- Payroll Compliance Practitioner certification with the Canadian Payroll Association
- Must have a working knowledge of current payroll related legislation and employment standards
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines without sacrificing accuracy
- Comfortable dealing with confidential information with tact and diplomacy
- Excellent communication, teamwork and problem solving skills
- Proficient in MS Office with an in-depth knowledge of Excel
- Experience with Ceridian Insync is required and Crystal Report writing skills would be considered an asset
- Preference will be given to candidates with experience in other areas of Human Resources other than payroll

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package including both short term and long term incentive plans. 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 - #10080 – Payroll Analyst" in the subject of your email.**

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