

<b>Firemaster Oilfield Services</b> <b>Job Description</b> <b>PAYROLL ASSISTANT</b>	Revision 31-MAY-10 Page 1 of 1 JD PR ASST Approval
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**Job Summary:**

- Reporting to the Payroll Supervisor, the Payroll Assistant is responsible for payroll support functions. Duties include collecting, verifying, calculating and entering data required for payroll and benefits administration. This position requires proficient knowledge of company policies and procedures with regard to payroll and benefits, as well as strong organizational, interpersonal, and communication skills.

**Responsibilities:**

- Calculating and reconciling employee job bonuses and adjustments
- Reviewing employee hours and subsistence submissions for accuracy
- Preparing monthly utilization and hours statistics reports
- Verifying and processing dayrate/part time payrolls and ROE's
- Verifying and entering employee data into various internal systems.
- Processing applications, terminations and eligibility letters for benefits program
- Setting up and maintaining users on the Firemaster portal
- Providing employee lists and reports to internal and third parties
- Compiling data for processing employee terminations
- Preparing and distributing employee pay envelopes
- Maintaining stock of benefit forms and employment packages
- Filing and maintenance of personnel files
- Assisting with the creation and updating of department procedures
- Leading the monthly safety meeting when assigned
- Responding to internal and external inquires and supporting other Administration departments
- Other duties as assigned by the Payroll Supervisor

**Qualifications and skills:**

- Post secondary or payroll education preferred
- Previous experience preferred
- Grade 12 or equivalent
- Detail oriented and accurate
- Good organizational skills and the ability to multi-task and prioritize work
- Able to meet deadlines
- Effective and excellent inter-personal communication skills