

**ASL • JV**  
Aecon SNC-Lavalin Joint Venture

**CLERK II – PAYROLL/ACCOUNTS PAYABLE CLERK**

Aecon SNC-Lavalin Joint Venture is looking for a Payroll/Accounts Payable Clerk to join our team on the John Hart Generating Station Replacement Project. Based in Campbell River, BC, the Payroll/Accounts Payable Clerk reports to the Business & Labour Relations Manager, and is responsible for providing the accurate time entry of site employees and day-to-day administrative support to enable the project to achieve its objectives.

**Key Responsibilities:**

- Daily timesheet data entry into SAP for site employees;
- Thorough auditing and balancing of time entered in SAP prior to payroll processing;
- Ensuring applicable signatures recorded on all timesheets
- Completing employee hire on packages and new hire payroll orientations;
- Communications with union representatives and the respective union halls for employee requisitions

Providing clerical and administrative support to the Accounts Payable department and other duties as required.

**Knowledge & Skills:**

- Experience with trade collective agreements is preferred
- Related post-secondary education and payroll work experience within a construction environment is preferred
- Demonstrated computer software proficiency with Microsoft Office (specifically Excel) applications and SAP software is an asset
- Excellent organizational skills in order to handle multiple deadlines and tasks within a high-pressure work environment
- Excellent interpersonal and communication skills
- Proficient keyboarding and data entry skills
- Excellent attention to detail and accuracy
- Ability to handle sensitive and confidential information in a professional manner

*\*\*ASL JV may consider applicants with a combination of education, training or experience that provides the knowledge, skills and abilities required to successfully accomplish the assigned duties and responsibilities of the position in lieu of minimum educational requirements. We are willing to train the right candidate.*

To apply please email your cover letter and resume to: [michelle.langlet@asljk.com](mailto:michelle.langlet@asljk.com).