

TORC Oil & Gas Ltd. is a public, intermediate, light oil company with a proven track record of growing production and creating significant value through an acquisition / exploitation / exploration strategy focused on light oil resource plays. Since inception in December 2010, the TORC Team has been successfully developing its high quality light oil assets in southeast Saskatchewan and the central Alberta Cardium resource play, both being areas where the TORC team has an established track record. TORC's experienced management team is leading an exciting strategy of paying a sustainable dividend to shareholders while continuing to provide disciplined per share growth, and our success is attributed to that leadership and our team of skilled and dedicated employees and consultants working together to achieve TORC's goals.

As a result of continued growth, TORC is hiring for the role of **Payroll & Benefits Administrator** with a start date in early 2018. Reporting to the *Manager, Human Resources and Corporate Services*, the primary responsibilities include:

- Timely and accurate completion of all payroll-related functions including: full-cycle preparation and processing of semi-monthly payroll in accordance with government regulations and internal policies, verify time sheet data for hourly staff, review and process over-time data, manage the vacation and over-time accruals as applicable, process annual bonuses and adjustments, process new enrollments and other status changes, validate and produce the Record of Employment as applicable, process ad hoc remittances to CRA, process adjustments to taxable benefits and employee savings plan deductions / matching contributions, and manage wage garnishees.
- Manage monthly reporting to the accounting department in relation to payroll.
- Prepare year-end reporting, process adjustments, and arrange for the issuance of annual T4's.
- Calculate and prepare the annual Workers Compensation Board ("WCB") renewals for all applicable provinces.
- Administer the employee benefits plans including: monthly reconciliation of benefits invoices and ensuring the health spending account is appropriately funded, enrollment additions and updates, processing plan rate changes, administer leaves of absence, and manage disability claims.
- Administer the Employee Share Savings Plan.
- Manage vacation and other absence tracking.
- Prepare employment verification communications, ongoing management of employee inquiries and processing updates.
- Manage the onboarding of new employees and hourly contract staff.
- Administrative and project work within the Human Resources & Corporate Services department.

The ideal candidate will possess the following skills and qualities:

- Accurate attention to detail is a key requirement.
- Strong willingness to participate as a member of a team, supporting the department's goals.
- Self-starter with excellent time management and multi-tasking skills, and the desire to work in a dynamic environment.
- Strong communication skills (listening, verbal, and written), high level of professionalism and integrity, respects and maintains a confidential and secure environment, correctly interprets when to escalate situations in a respectful and professional manner, ability to develop positive working relationships with office and field staff.
- Ensures that work is completed accurately, strict deadlines are met, and works well under pressure.
- Has a positive attitude, is proactive, is very organized, and takes pride in their work.
- Post-secondary technical diploma in Payroll, Accounting, Business Administration or related discipline.
- Successful completion of the Payroll Compliance Practitioner (PCP) certificate (or very near completion) required; Certified Payroll Manager (CPM) certification would be considered an asset.
- Minimum four (4) to eight (8) years related work experience in payroll (combination education and experience will be considered).
- Current knowledge of regulatory requirements of provincial and federal policies and legislation.
- Highly functional in MS Outlook, Word, and Excel.
- Experience with Ceridian PowerPay Web is an asset, but not required (it's a user-friendly program).
- Progressive development of knowledge in the field of Payroll.

Interested and qualified applicants may submit their cover letter and resume by either:

- Email: careers@torcoil.com (Indicate the position title in the subject line of your email)
- Fax: 403-930-4159
Attention: Manager, HR & Corporate Services
- Mail: TORC Oil & Gas Ltd.
Attention: Manager, HR & Corporate Services
1800, 525 – 8th Avenue SW
Calgary, AB T2P 1G1

This position will remain open until filled. All applications will be managed with discretion and confidentially. We sincerely thank you for your interest, however, only those applicants selected for an interview will be contacted.