

Maya Tremblay

Payroll and Benefits Specialist

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SUMMARY OF QUALIFICATIONS

Payroll and benefits specialist with eight years in multi-province payroll for energy and retail employers. I run accurate pay for large teams, keep remittances and year-end filings on time, and explain pay clearly to staff and managers.

SKILLS

Payroll: Multi-province payroll, Source deductions, T4 and ROE, Benefits administration, Audits

Software: Ceridian Dayforce, ADP Workforce Now, Excel, SAP SuccessFactors

WORK EXPERIENCE

Payroll and Benefits Specialist

April 2021 – Present

Foothills Energy Services · Calgary, AB

- Run bi-weekly payroll for 1,150 employees in Alberta, British Columbia and Saskatchewan, including field allowances and overtime.
- Cut off-cycle pay corrections from about 25 a month to 6 by rebuilding the timesheet import from the scheduling system.
- Prepare source deduction remittances and about 1,300 T4 slips each year, all filed on time.
- Answer benefits and pay questions for employees and train new managers on approving time.

Payroll Administrator

January 2018 – March 2021

Prairie Home Stores · Edmonton, AB

- Processed weekly payroll for 420 hourly staff across 14 stores.
- Set up new hires and records of employment, and kept vacation balances accurate.

Accounting Clerk

June 2016 – December 2017

Rivière Accounting Group · Montréal, QC

- Handled accounts payable and bank reconciliations for 30 small business clients.

EDUCATION

Diploma in Business Administration, Accounting

2016

Northgate Institute of Technology

CERTIFICATIONS AND LICENCES

Payroll Compliance Practitioner (PCP), National Payroll Institute

2019

VOLUNTEER EXPERIENCE

- Volunteer tax clinic preparer, Bow Valley Community Centre, 2022 to present: free tax returns for about 40 low-income households each spring.

LANGUAGES

- English and French: fluent, spoken and written.