



Overview of Athabasca Oil Corporation

Athabasca Oil Corporation (“AOC”) is a unique liquids-weighted intermediate producer. At AOC, we proudly and responsibly produce Canadian energy to improve people’s lives. We are passionate, take ownership of our work, get things done and are great at what we do.

The company has a predictable low decline thermal business with >1 billion barrels of top quartile reserves and low sustaining capital requirements. Athabasca also has a de-risked light oil business in the Duvernay with peer leading netbacks and a large inventory of development locations.

AOC has positioned itself with strong financial capacity of over \$400 million (mostly cash), putting it in an enviable position relative to its peers. The corporate strategy is to grow our assets, generate significant free cash and provide superior returns to shareholders. Sustainability is core to the business with strong governance and a commitment to reducing emissions through its technology roadmap.

Athabasca has a track record of transformative projects including JV’s, M&A, royalties, and unique marketing arrangements. AOC offers a dynamic and exciting work environment for the right candidate. AOC is publicly traded on the TSX under the symbol “ATH”.

Payroll Administrator

We are currently recruiting for a Payroll Administrator, reporting to the Director of Human Resources, to provide expertise and experience in all matters related to payroll. This position is based in our Calgary, Alberta office and processes payroll for all employees at site and in head office as well as coordinating benefit administration and WCB management. This is a part time (20 hours a week) position in Calgary.

Responsibilities:

- Input payroll data accurately including new hires, terminations, salary, and allowance changes
- Process hourly, salary and other payroll related payments (bonuses and long-term incentive payments) accurately using Ceridian Dayforce on a semi-monthly basis
- Issue Record of Employment forms for separations of employment.
- Monthly payroll reporting to finance team as well as quarterly and year-end reconciliations to CRA
- Responsible for maintaining and continuously improving payroll procedures and processes
- Reporting to Canada Revenue Agency (T4’s, CPP, etc), and Worker’s Compensation
- Answer all employee inquiries arising from questions regarding payroll
- Manage vacation annual entitlements and approval system and reporting within Ceridian Dayforce
- Manage benefits administration (RBC and Sunlife) and balance premium statements to payroll reports.
- Provide ad hoc support to the Human Resources department as required

Qualifications:

- Canadian payroll certification or equivalent
- Minimum 5 years of payroll experience in a fast-paced environment
- Ideal candidate has demonstrated proficiency with Ceridian Dayforce and Microsoft Excel
- Must be able to handle confidential information in an ethical and professional manner
- Strong work ethic, positive team attitude, attention to detail and a high degree of accuracy
- Sound analytical thinking, problem solving, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor

Please email your resume with a cover letter to careers@atha.com with “Payroll Administrator” in the subject line of the email by September 29, 2023. We thank you in advance for your interest and note that only those selected for an interview will be contacted.