

Position Title	Payroll and Accounting Specialist
Location	Vancouver, BC (preferred)
Reports to	Corporate Controller

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## Summary

Greenlane Renewables Inc., headquartered in Metro Vancouver, Canada, is driving change: accelerating the energy transition. We are cleaning up two of the largest and most difficult-to-decarbonize sectors of the global energy system: the natural gas grid and commercial transportation. As a pioneer and leading global specialist in biogas desulfurization and upgrading, we have been actively contributing to the decarbonization of our planet for over 35 years, with more than 500 systems supplied into 32 countries. We transform biogas generated from organic waste into high-value grid-ready renewable natural gas (“RNG”) from a wide range of sources such as landfills, sugar mills, dairy farms, wastewater, and food waste. Greenlane is transforming energy production and creating new, sustainable revenue streams for its customers - all while dramatically reducing carbon emissions. Join us, let’s accelerate the energy transition together. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

The Payroll & Accounting Specialist will be responsible for the accurate and timely processing of payroll across Greenlane’s global operations while also supporting core accounting and month-end activities. This role works closely with the Corporate Controller, HR, and external payroll providers to coordinate payroll across multiple jurisdictions, including Canada, the United States, Europe, and Latin America.

The successful candidate will ensure payroll compliance, support monthly accounting close procedures, and provide financial reporting and reconciliation support to the Finance team.

## Duties and Responsibilities:

### Payroll and Benefits Administration

- Coordinate and process payroll for employees across multiple jurisdictions (Canada, the US, Europe, and LATAM).
- Act as the primary liaison between Greenlane and external payroll providers.
- Administer employee benefit programs, including Sun Life benefits and Canada Life Group RRSP plans.
- Coordinate new employee benefit enrollments, changes, and terminations with external providers.
- Review payroll inputs, including salary changes, bonuses, commissions, benefits, and deductions.
- Ensure payroll is processed accurately and in compliance with local tax and employment regulations.
- Reconcile payroll reports to the general ledger and ensure proper accounting treatment.
- Maintain payroll records and documentation in accordance with internal controls and audit requirements.
- Support year-end payroll reporting, including T4s, W-2 equivalents, and other jurisdictional filings.

### Accounting & Finance Support

- Prepare monthly journal entries.
- Support month-end close procedures, including balance sheet reconciliations.
- Review the income statement general ledger to ensure classification accuracy.
- Assist with project accounting, including project cost tracking and percentage-of-completion calculations.
- Reconcile project progress reports with actual spend.
- Assist with the preparation and filing of sales tax returns (GST/HST, PST, and other applicable jurisdictions).
- Support the preparation of budgets, forecasts, and internal financial reports.
- Provide ad-hoc financial analysis and reporting support.

### **Key Competencies**

- High attention to detail and strong accuracy in financial processing
- Ability to manage confidential payroll information
- Strong organizational and time management skills
- Ability to coordinate across HR, Finance, and external payroll providers
- Comfortable working in a multi-jurisdictional environment

### **Education & Experience:**

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- 3–5 years of accounting and/or payroll administration experience.
- Experience coordinating payroll across multiple jurisdictions is considered a strong asset.
- Experience with ADP or similar payroll platform is considered an asset.
- A CPA designation, or working toward a CPA, is considered an asset.
- Knowledge of payroll regulations and tax reporting requirements.
- Experience working with external payroll providers and ERP systems.
- Strong Microsoft Excel skills.

We are committed to transparency in our hiring process. We will offer a base salary of \$70,000 to \$80,000, based on a candidate's qualifications and experience.

### **How to Apply:**

We are an equal opportunity employer and invite applications from all qualified individuals. To be considered for this role, please apply through the Greenlane Renewables page on LinkedIn and attach your resume. While we thank all interested candidates, only those who are short-listed will be contacted.