



## Payroll and Benefit Specialist

The position plays an important role for our Finance team by maintaining and supporting the Canadian and U.S. payroll processes and benefit administration.

### Main Job Tasks and Responsibilities

- Process weekly payroll using ADP Workforce Now and Paychex for all Canadian and US employees.
- Administers all company benefits including but not limited to health medical, dental, and life insurance; disability and workers' compensation; 401(k) and other pension plans.
- Performs payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit.
- Reviews and verifies payroll data in a timely manner, enters payroll data.
- Ensure processing of appropriate deductions, remittances and reporting requirements for deductions and benefits.
- Oversees maintenance of payroll records and files including but not limited to vacation time, sick time and other leaves.
- Responds to routine inquiries concerning payroll deductions and accruals, wage garnishments, child support payments, and employment verifications.
- Administers benefit enrolment including all related communication.
- Establishes and maintains effective relationships with benefits vendors and consultants; ensures that the administration of plans is working effectively.
- Oversees preparation and maintenance of employee benefit files.
- Processing weekly, monthly and year-end reports as needed.
- Ensure legislation and company policies are met.
- Posts journal entries and prepares month-end reports.
- Reconciles all payroll and benefit related accounts and activities.
- Assists with the development and implementation of payroll practices, policies, and procedures.
- Assists with related special projects as required.
- Performs other related duties as assigned by management.

### Academic/Educational Requirements

- College diploma with a Business, Finance or Accounting focus
- Canadian Payroll Association (CPA) certification is an asset
- Understanding of payroll legislation and Employment Standards Act (ESA)
- Knowledge of US payroll law an asset





### Required Skills/Experience

- Strong business acumen and analytical skills
- Excellent writing and oral communications skills
- Advanced working knowledge of MS Office, with strong emphasis on Microsoft Excel
- Must have a keen attention to detail
- Demonstrably strong organizational skills and the ability to prioritize
- Able to multitask and manage time efficiently in a fast-paced, deadline driven environment
- Self-starter with ability to work independently and as part of a team
- Resourceful in problem solving
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Excellent interpersonal skills with the ability to establish effective working relationships with staff and internal customers.
- Conducts themselves with professionalism and maintains confidentiality of sensitive information
- Knowledge of ADP Workforce Now considered an asset.

As part of our accessibility commitment, there are alternative ways to interview with us. Please inform us if you require accommodation.

We thank all applicants for their interest, however, only those selected for interview will be contacted.