

PAYROLL ASSISTANT

Position Title: Payroll Assistant

Department / Site: Finance Group

Employee: VACANT

Location: Toronto Office

Primary Focus

The Payroll Assistant is accountable to the Accounting Supervisor to prepare and process the Company's payroll in an accurate and timely manner to ensure employees are paid correctly and on time.

Accountabilities / Direct

- Partner with Human Resources to interpret and ensure compliance with employment legislation, company policies and audit standards
- Work with accounting to resolve payroll issues
- Preparation of semi-monthly and monthly payroll for office and site employees, including new employee setup, transfers and terminations
- Perform manual calculations and related entries for the payroll including retroactive pays, corrections and adjustments
- Identify and resolve any discrepancies with hours and overtime calculations before processing
- Administer hourly and salary vacation entitlements
- Perform data retrieval, research, analysis and reporting as requested
- Process employee rate changes, advances, family support, garnishments, employee purchases and taxable benefits
- Validate employee bonuses
- Calculate and verify entitlement for all legislated statutory holidays by province
- Monitor site salaried employees work schedule and ensure that all days off are accounted for
- Ensure proper documentation is received for all payroll transactions
- Process manual pays and advances as required
- Correspond with site personnel and employees regarding payroll issues
- Maintain accurate payroll records and employee files

- Complete required documents including pay stubs, records of employment, T4's, HRDC forms and employment confirmation letters
- Perform other duties as may be assigned

Required Skills / Experience & Abilities

- College Business diploma in Accounting or Payroll
- 3-5 years experience working in a Payroll that exceeded \$5,000,000 annually
- Strong working knowledge of payroll processes and systems
- Thorough understanding of employment standards and cross-provincial legislation
- Working knowledge of accounting principles and practices
- Strong analytical skills with attention to detail
- Excellent communication, organizational and time management skills
- Professionalism when dealing with confidential and sensitive information
- Thorough Knowledge of Microsoft Office Suite
- Communicate with external agencies and departments with respects to payroll concerns and complete required reports

Reporting Relationships

Report To: Accounting Supervisor

Number of Direct Reports: 0

CONTACT:

Stephen McGinn

E: mcginn.s@labradorironmines.ca

F: 416-368-5344