

JOB POSTING DETAILS

Job Title	Payroll Administrator - Confidential Employer	Job Type	RI
Job ID	11417	Duration	Full Time
Date Posted	September 9, 2021	Location	Sault Ste. Marie
		Closing Date	September 20, 2021

Job Overview - Description & Duties

Our Company is looking to recruit a Payroll Administrator to join our team. The Payroll Administrator is responsible for accurate and timely processing and reconciliation of company payrolls on a weekly basis. Ongoing record keeping and data entry will be required to maintain up-to-date payroll records and reporting.

As a member of the finance department, the Payroll Administrator will also be responsible for various other accounting-related activities, including but not limited to, corporate credit card reconciliation, billing, receivable calls, and providing support to the manager of finance.

We offer

- Annual Salary of \$50,000 to \$60,000 based on experience and qualifications
- Employer Paid Health Benefits and EAP available
- Corporate Sponsored Pension Plan
- 2 Weeks Paid Vacation after 1 year of employment

Required Skills

- College Diploma or University degree in Business or related program preferred (extensive on the job experience would be considered).
- Minimum 2-3 years of accounting experience.
- Strong knowledge of payroll systems and accounting processes.
- Confidence working with Microsoft programs and other accounting software.
- Must be able to handle confidential information in an ethical and professional manner.
- Strong problem identification and resolution skills.

Other Requirements

Confidentiality and strong attention to detail are crucial for this roll. Experience with union agreements considered an asset.

How to Apply

Qualified applicants are asked to submit a resume and cover letter via email no later than 5pm on Sept 20, 2021 to: employmentsolutionsjobs@saultcollege.ca and quote job code #11417.

Only those selected for an interview will be contacted.

Our Company is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the AODA and Human Rights Code. If you require accommodation to apply or, if selected, for an interview, please advise Human Resources.