

PAYROLL AND BENEFITS ADMINISTRATOR

Reporting to: CFO

Job Description: Payroll and Benefits Administrator

Primary Duties and Responsibilities:

- Process weekly payroll & Vacation Pay
- Assist employees with all payroll, RRSP & benefit inquiries
- Source Taxes
- WSIB Remittance
- Track and record employee tool deductions
- Collect & Record employee vacation time & attendance
- RRSP Plan Administrator
- Benefit Plan Administrator
- Job cost/Job allocation reporting
- Manage driver insurance / driver abstracts
- Manages government deductions / garnishments
- Maintain employee files
- Maintain training records
- Prepare new employee files
- Complete termination paperwork and ROE's
- Review & Approve contract employee invoices
- Timeclock Manager
- Other accounting functions and projects as needed

Skills & Experience:

- Professionalism
- Customer service
- Organization
- Attention to Detail
- Accounting
- Data Entry Skills

Requirements:

- Ability to work in fast paced / team environment
- Valid Ontario Driver's license
- Excellent verbal and written communication skills.
- Minimum 1 year payroll experience required
- Sage experience an asset

Education:

- Minimum High School diploma.
- Post-Secondary education or equivalent combination of education, training or experience



Accessibility:

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact hr@selecttool.com if you require an accommodation during the recruitment process.