



JOB POSTING

PAYROLL ADMINISTRATOR

Alexandria Moulding is nestled in the Township of North Glengarry. Alexandria is a unique and vibrant community situated in a strategic location and possessing an enviable quality of life, which is reflected its rural and small-town character and is enhanced by a commitment to preserving its agricultural and natural resources, its historical and cultural heritage, and its quality municipal services.

Alexandria is situated in between Ottawa and Montreal and 35 minutes for the Canada/US border.

Alexandria Moulding, a division of US Lumber, is a customer focused manufacturer and distributor of quality mouldings and related millwork products for both Canadian and U.S. residential housing markets. Alexandria strives to be the best in class at developing and bringing to market value-add products and services.

Responsibilities and Essential Functions:

- Work as part of the payroll team to process bi-weekly payrolls for 600+ salaried and hourly employees, with employees across Canada
- Verify timesheet information from Synerion Agile and register details from Payworks to ensure accuracy
- Liaise with HR to ensure new hire and employee information is received and updated on time, including the processing of all employee transfers, leaves of absences, terminations, etc.
- Validate, update, and track time and attendance in HRIS, conduct regular audits of data and prepare reports and statistics
- Allocate wage and benefit costs and accrual and maintain payroll general ledger accounts
- Balance, remit and reconcile payroll related payments on a monthly basis
- Prepare Record of Employment
- Act as a resource to employees on all payroll related matters
- Respond to internal payroll inquiries and resolve concerns
- Respond to external agencies including CRA, Service Canada, Workers Compensation Board, Family Support, Union, etc.
- Prepare year end reports including taxable benefits calculation, T4 and T4A forms, Pension Adjustments and various government annual returns
- Prepare month end and year end reports and statistics for internal use as required
- Participate in special projects and initiatives as required
- Participate in committees and meetings as required
- Performing other duties as assigned.

Experience:

- 3 - 5 years of payroll experience preferably with unionized payroll exposure.
- Certification from the Canadian Payroll Association or Payroll Compliance Practitioner accreditation (an asset).

- Knowledge of government remittances – CRA, Revenue Quebec, EHT, WSIB, CSST, WorkplaceBC, WorkplaceNL, WCB Alberta.
- Balancing payroll reports.

Skills/Requirements:

- Must be proficient in Microsoft Word and Excel.
- Understanding of taxable and non-taxable benefits.
- Integrity and strong attention to detail are crucial.
- Strong customer service and interpersonal skills.
- Knowledge of Payworks and Time Zone would be an asset.
- Bilingualism an asset.

Alexandria Moulding is an equal opportunity employer. Applicants requiring accommodation throughout the hiring process should communicate their needs in advance.

Job Type: Full-time

Salary: \$48,000.00-\$53,000.00 per year