



Dynamic Millwrights Inc. is looking for a part time **Payroll Administrator**.

The Payroll Administrator is responsible for carefully and accurately processing employee information and remuneration (75+ employees) through Payroll Software, on a timely basis ensuring compliance with federal and provincial legislation. The Payroll Administrator provides support and assistance to all Dynamic Millwrights Inc's Leadership Team.

Responsibilities & Duties:

- Ensure compliance with Ontario Employment Standards
- Input timesheet hours weekly
- Process biweekly payroll, sending electronic paystubs and managing direct deposits
- Balance and process approved expenses
- Month/ Year End duties including all source and government remittances, including completion of T4's
- Monitor and report all payroll related premiums including exemptions
- Receive, review, and input all new hire packages
- Complete the remittances of all group plans (RRSP & DPSP)
- Complete with accuracy, all required Record of Employments (ROE)
- Assist with the Apprenticeship paperwork and processes
- Some accounts payable and receivable functions
- Reconciling of monthly bank statements, VISA's, and other bank functions
- Other administrative duties as assigned

Qualifications and Skills:

- 3-5 years experience in Payroll, with a PCP or CPM designation considered an asset; previous experience in a construction or manufacturing trade would be an asset
- 3+ years of QuickBooks payroll function preferred
- Strong organizational skill and attention to detail
- Exceptional communication and time management skills
- High degree of confidentiality
- Ability to work independently and collaboratively
- Ability to prioritize ensuring all timeframes and deadlines are met
- Proficient computer skills in Microsoft Excel and Word

Company Benefit and Group RRSP package offered.

Accommodation is available for applicants with disabilities. Should you be contacted by Dynamic Millwrights Inc. regarding your application, please advise if you require accommodation.

Please forward resumes to recruitment@dynamicmillwrights.com by **December 27, 2019**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.