

Payroll Specialists JD

The Consultant agrees to provide the Company with payroll services, as directed by the Company and pursuant to time frames and deliverables as instructed by the Company, which may include services associated with the following:

Responsibilities

- Collect, calculate, enter payroll on a semi-monthly basis for approximately 40 Canadian staff
- Collect, calculate, enter payroll on a bi-weekly basis for approximately 25 US staff
- Coordinate and enter all new hire paperwork, termination paperwork and payroll changes
- Acts as liaison with Human Resources to ensure precise and accurate payments are handled in a timely manner and in accordance with Canadian and US legislation
- Works with corporate admin. to ensure hourly wage workers are paid accurately and on-time
- Handles ROE's
- Reconciles payroll where necessary
- Coordinates whole payroll administration
- Other duties as may be determined by the Company from time to time.