



JOB OFFER



PAYROLL and BENEFITS ANALYST **JOB POSTING NUMBER: FNCE18-02**

STATUS OF EMPLOYMENT: PERMANENT	POSITION(S) AVAILABLE : 1
DEPARTMENT: FINANCE	PLACE OF WORK: MONTRÉAL
WORK SCHEDULE: The normal work schedule is 9 hours a day, including the equivalent meal period at 40 hours per week.	
JOB POSTING PERIOD : APRIL 6TH TO APRIL 20TH, 2018	

SUMMARY OF RESPONSIBILITIES

Reporting to the Payroll and Benefits Administrator, the analyst will be responsible for:

- Verification of each employee at the EzLabor system and the Time and Attendance Module (ADP Workforce Now) for each pay cycle;
- Completely complete the payroll, including the calculation and application of certain required adjustments as well as the timely transmission to ADP;
- Creation of employee files in the payroll system as well as in the network; and take care of the entire process of employee terminations;
- Contribute to the management of certain CSST and / or SSQ files;
- Contribute to the management of the pension plan with Sun Life;
- Check the timesheets, ensure their accuracy and apply the established rules and payroll processes;
- Responds to various questions from employees about their pay stubs, benefits, group insurance, timesheets, etc .;
- Respond to supervisors on the application of payroll rules when approving timesheets or any other question;
- Provide reports and analyzes;
- Document payroll processes, and provide ongoing improvements to the supervisor;
- Go up to the site in less than 4 times a year to maintain face-to-face communication with employees, answer questions and participate in the coaching of our supervisors;
- Assume all other related tasks.

REQUIREMENT

- Diploma (college or university) in administration or human resources, or in an appropriate discipline;
- A minimum of 5 years experience in payroll management;
- Hold an accreditation from the Canadian Payroll Association is an asset;
- Have worked with ADP payroll system is an asset;
- Have a very good knowledge of the MS Office suite;
- Bilingualism (French-English).

SKILLS SOUGHT

- Good stress management, discretion and good communication skills;
- Resourceful, dynamic and autonomous;
- Great adaptability, openness and flexibility.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **April 20th, 2018** by e-mail to emplois@canadianroyalties.com
Only those selected for an interview will be contacted.