

POSITION: Payroll Administrator

LOCATION: 2375 Skymark Avenue, Mississauga Ontario L4W 4Y6

REPORTING TO: Controller

POSITION OVERVIEW:

We are searching for a Payroll Administrator for Jones DesLauriers Insurance Management Inc. We are looking for a professional and courteous candidate, who possesses exceptional organizational skills, and an excellent understanding of payroll. Ideal candidates will have a friendly, positive attitude, and show initiative in completing relevant job duties.

RESPONSIBILITIES:

Payroll

- Processes the semi-monthly payroll for salaried, hourly and commissioned employees for 5 companies
- Processes new hires, terminations, employee adjustments
- Prepares all journal entries to book the semi-monthly payroll
- Reconciles monthly benefits payments and processes journal entry
- Prepares the RRSP file for upload to RRSP provider
- Reconciles monthly salary and headcount report
- Prepares all year end T4 and Releve 1 balancing
- Prepares T2200s for eligible employees
- Responds to employee enquiries regarding payroll
- Assist with miscellaneous accounting functions in-between pays
- Assist with corporate licensing as requested

QUALIFICATIONS REQUIRED:

- Minimum 5 years of experience in payroll
- University degree or college diploma in accounting or payroll preferred
- Familiarity with ADP WorkforceNow payroll software is an asset
- Understanding of Insurance regulatory requirements and licensing is an asset
- Ability to be a self starter with strong written and oral communication skills as well as organizational skills
- Enjoys working in fast-paced environments
- Advanced skills in Outlook, Excel, Word

JDIMI is committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.