

True North Sports + Entertainment is looking for a detail oriented individual to join our team for a 14 month term.

The **Payroll & Benefits Administrator** will process and administer payroll and benefits for True North employees. This term position will begin June, 2017 and will be completed August, 2018.

What your responsibilities will be:

- Accurately process payroll for salaried and hourly employees.
- Ensure all earnings, accruals, deductions, and benefits are correctly recorded in payroll and employee databases.
- Complete year-end reporting, all necessary payroll reconciliations and process T4's.
- Administer employee group benefit and retirement savings plans.
- Serve as day-to-day contact for employees' questions or concerns regarding payroll, group benefits and RRSP/DPSP.
- Assist in the implementation of new HRMS system by populating data from existing systems.

What we need from you:

- 2 - 3 years of payroll experience. Experience with Payworks will be considered an asset.
- Previous experience administering group benefits.
- A working knowledge of employment standards legislation.
- Superior attention to detail and excellent personal organization.
- Ability to prioritize and effectively manage competing demands while meeting all deadlines.
- Excellent written and oral communication.
- Strong computer skills with proficiency in Microsoft Office, Microsoft Excel and databases.
- Previous experience working with HRMS will be considered an asset.

To apply for this position please email your resume and cover letter, including wage expectations (in PDF format as one document) to hr@tnse.com. Please include **Payroll & Benefits Administrator** in the subject line.

Closing date: Sunday, April 23, 2017.

