

Payroll Administrator

Fast Genetics is currently seeking a part-time Payroll Administrator working a minimum of 25 hours a week. The successful candidate will report to the Human Resources Manager and would ideally be based in our Saskatoon office.

This position will include the following responsibilities and day-to-day functions, but is not limited to:

- Collect and enter 100+ employees' approved time into the payroll database, Great Plains;
- Ensure timely and accurate processing of this bi-weekly payroll including generating bank files;
- Enter new hires into the payroll database and process records of employment and T4's when required;
- Track OT, vacation accrual and sick time usage;
- Conduct regular payroll reporting (as required) and assist with financial audits related to payroll records and associated general ledger;
- Submit government taxes, benefit and pension reconciliations and payments bi-weekly;
- Maintain updated procedure documentation and records for payroll processing;
- Keep abreast with current payroll tax requirements and relevant laws associated with the processing of employee wage data, including, but not limited to payroll taxes, employee provincial income social insurance taxes, and other required reporting (EI, WCB, etc);
- Assist staff with general questions related to payroll, leave accruals, and other pay related issues as requested;
- All other administrative duties as requested.

The successful candidate would ideally possess the following qualifications and experiences:

- 3-5 year of payroll experience or a combination of education and experience; knowledge of Great Plains payroll module is a definite asset;
- Excellent written and oral communication;
- Advanced proficiency with Microsoft Excel and Outlook;
- Proven ability to identify and resolve problems in a timely manner; skillfully gather and analyze information;
- Ability to multi-task, meet deadlines and perform a variety of other tasks while maintaining attention to detail;
- Strong interpersonal and team building skills with an emphasis on collaboration and coordination;
- Shares in Fast Genetics' core values.

Wage is based on the successful candidate's experience and qualifications. Fast Genetics offers a comprehensive benefit plan including health, dental/ortho, vision, disability, group life insurance, and a registered pension plan.

If you are interested in this opportunity, please send your resume to the below address by March 14, 2019:

Human Resources
Fast Genetics
Fax: 306-883-2060
E-mail: lsmolinski@fastgenetics.com
www.fastgenetics.com/careers

We thank all applicants, however, only those under consideration will be contacted.

www.fastgenetics.com

Tel: (306) 667-1420 Fax: (306) 667-1421 Email: contactus@fastgenetics.com