



**Riverstone Retirement Communities – Support Office**

**Position:** Payroll Administrator

**Location:** Ottawa, ON

**Employment Type:** Full-Time, 40 hrs./weekly

**Reports to:** Controller

**QUALIFICATIONS:**

**Education**

- Diploma with specialization in Accounting
- PCP or in pursuit of PCP designation would be an asset

**Background**

- Minimum of three years' experience in a similar role
- Knowledge of payroll and employment related legislation

**Personal Requirements**

- Excellent attention to detail
- Ability to work in a high demand, fast-paced environment
- Strong communication skills

**FUNCTIONS:**

- Process payroll for all employees; including deductions, hour verification and data entry
- Monitor the administration of electronic timekeeping system, the set-up of employee files and changes
- General Ledger entries and accruals; as well as, reconciliations of numerous accounts
- Perform audits and analysis to ensure accuracy
- Managing employee databases and monitoring any changes
- Reporting for T4s, EHT, as well as all other government and mandatory remittances
- Prepare reports and analyses as required
- Answering any employee inquiries related to payroll and benefits
- Other duties as required

To apply please email your resume and references to **Richard Hurdis**, [richard.hurdis@riverstoneretirement.ca](mailto:richard.hurdis@riverstoneretirement.ca) or call **613-233-6030**