



**POSITION:** Payroll clerk

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The payroll clerk participates in the production of the payroll cycle for over 1,000 employees, syndicated and non-syndicated. The person is charged with opening and creating the files for new employees. The clerk is charged with receiving, validating and entering the time sheets on Excel, ADP software and assures that all calculations are exact. The person is responsible for keeping the files up to date concerning sick leave, vacation, time banked and seniority, also assuring that the policies and procedures of the payroll department are respected.

## **QUALIFICATIONS REQUIRED**

- ✓ DEP or DEC in appropriate studies
- ✓ Credited Canadian Payroll Association
- ✓ 1 to 3 years pertinent experience
- ✓ Expertise in Word and Excel software
- ✓ Knowledge of the complete payroll cycle
- ✓ Expertise in the French and English languages, written and oral
- ✓ Autonomous
- ✓ Meticulous
- ✓ Team spirit
- ✓ Good communication skills

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.  
Only applicants selected shall be contacted.