



Job Posting
Payroll and Benefits Clerk

Position Type: Regular, Part-time
Company Name: Hole's Greenhouses & Gardens
Application Deadline: June 28, 2013

Hole's Greenhouses & Gardens Ltd. is looking for a detail-oriented individual to administer payroll and benefits. Reporting to the Accounting Office Manager, this person will efficiently execute payroll runs for a business with seasonal fluctuations in staffing. Good communication skills, as well as a respect for confidentiality, are required for this position.

General Duties

- Maintain records of employee hours, as well as address timekeeping errors and adjustments through the electronic timekeeping system
- Perform biweekly payroll runs, and submit payroll information to Ceridian for processing
- Process year-end payroll run, as well as issue tax forms in accordance with legislative requirements
- Maintain spreadsheet of employee benefits, as well as complete, verify and process forms and documentation for administration of benefits
- Answer employee inquiries regarding payroll and benefits

Qualifications

Job Requirements

- 2+ years of experience in payroll administration
- Proficiency using Microsoft Office Suite and other computer software
- Good communication skills
- Ability to maintain confidentiality

Educational Requirements

- Post-secondary training in accounting, bookkeeping or payroll administration
- Payroll Association certification preferred

Contact: Janice Curle
Human Resources Coordinator
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**Only those interviewed will receive a callback.*