

Payroll Specialist

Our client in Laval, Quebec is looking for an experienced Payroll Specialist to join their growing team in the Pharmaceutical industry.

contract: Start: 05/14/2019, End: 05/31/2020

Summary

- Vacancy number: PUB212831
- Market: Life Sciences & Health Care
- Branche: Pharmaceutical
- Area of Expertise: Clinical
- hours per week: 40
- Education level: Academic Bachelor
- Closing date: Monday, July 1, 2019

Job description

Responsibilities:

- Complete the full payroll process, including:
- Data entry relating to payroll

- Complete the SAP process at Desjardins
- Prepare the files in Desjardins
- Process payment transfers in Desjardins
- Receive the payment, check it and file it the day following the transfer
- Fulfill the fund transfer request for Desjardins 48 hours before the payroll payment date
- Find the payroll files on the portal in order to update the database on our server.
- Document all modifications/corrections made to payroll.
- Produce monthly account analyses
- Analyses of interface problems and taking the necessary measures to correct them
- Active participation in expatriate files
- Produce end-of-period write-ups within the required timeframes, ensuring that the data are precise before approval.
- Publication within the iBee system for the remunerations department.
- Process payment requests for at source deductions, other than governmental deductions (support payment, seizure, etc.).
- Take the necessary actions to quickly resolve problems arising within the Desjardins payroll department Analyze and adjust the governmental account statements Create a mock-up of the production of annual statements for Q4 and statement 1 for the third quarter
- Annual final production following adjustments for Q4, Q4A statements and statement 1.
- Offer excellent customer service.
- Keep the necessary procedures up to date for the proper functioning of the payroll department.
- Write communications from the payroll department.
- Keep their knowledge up to date
- Help to create and maintain strong team spirit and mutual support within the department and Human Resources.
- Ensure the completion of the taxable benefits file throughout the year, as well as any other specific elements (support payment etc.)

About you

- Minimum 5 years of Canadian payroll experience
- Bilingual French/English a requirement.
- Proficient in computing (MS Word, Excel, PowerPoint, HRIS systems) - pivot tables, spreadsheets, used to using it for payroll reports
- Desjardin or ADP Globalview knowledge is an asset.
- SAP finance Systems
- Strong teamwork, interpersonal and analytical skills
- Certificate payroll professional

What we offer

Why work with Brunel? We are proud to offer exciting career opportunities from over 100 offices globally in 42 countries. Advancing your career takes time and effort – let us match you to your ideal position.

Feel free to contact

Diana Grodowski
Account manager
Brunel Canada Toronto
d.grodowski@brunel.net