



### **Payroll Administrator – Contract**

**CIMCO** is looking for a **Payroll Administrator (18 month contract)** with a minimum 5 years of experience. This role will appeal to you if you take pride in the accuracy and timely inputting and processing of payroll. You possess a sense of urgency, are a problem solver and have exceptional reporting skills and knowledge of national payroll requirements.

The successful candidate will input and process the weekly payroll for hourly employees in or branches across Canada. This is a multi-union environment so familiarity with CBA's and Trade Unions is highly preferred.

Reporting directly to the Payroll Manager, you will also be responsible for responding to employee's inquiries as they arise and all remittances, making sure they have been handled according to legislation. You will ensure all payroll related items are reported accurately in the GL, provide payroll reports as needed and assist with any audit requirements.

**Location: Downtown Toronto, ON**

#### **Responsibilities:**

- Ensure accurate, compliant and timely payments to employees are processed on a weekly basis
- Maintain Payroll records and Employee files
- Review and analyze documentation provided by internal stakeholders (e.g. Supervisor/Manager, Human Resources) to ensure completeness, liaising with internal stakeholders as required;
- Ensure that all remittances, deductions and dues have been handled in time and according to legislation;
- Process Year End reporting, including T-4's, Releve 1's, Vacation Accrual, Pension Adjustments, etc.
- Payroll Journal entries and reconciliations
- Respond to employees' payroll enquiries as well as various Government agencies
- Other administrative duties as assigned

#### **Qualifications/Assets preferred:**

- Minimum 5 years Canadian payroll experience
- National experience in a multi-branch environment, multi-union environment with several Collective Bargaining Agreements.
- Highly accurate and detail oriented
- Multi-tasking and ability to prioritize, and work within deadlines
- Possession of the Payroll Compliance Practitioner (PCP) designation from the Canadian Payroll Association would be an asset.
- Knowledge of Ceridian Payflex and SAP would be beneficial
- Basic accounting skills
- Excellent communication and customer service skills
- Proficiency in MS Office applications (Excel, Word)

#### **Company Profile**

CIMCO specializes in the engineering, design, manufacture, installation and service of complex thermal building solutions for industrial, process cooling and recreational refrigeration and mechanical systems. For more than 100 years, CIMCO's leadership and unparalleled research, development and manufacturing programs has put us at the forefront of industry advancements and technological breakthroughs. Our professional engineers, technicians and designers apply innovative state-of-the-art equipment and refrigerants to develop systems that meet even the most complex thermal challenges.

We offer excellent compensation and benefits, including Pension Plan, Share Purchase Plan, Medical, Dental, Flexible Hours, Career Development Opportunities, Mentoring and Continuing Education.

If you or someone you know is interested in this opportunity, please forward your resume via email to [CimcoHR@Toromont.com](mailto:CimcoHR@Toromont.com). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

***CIMCO Refrigeration is an equal opportunity employer who recognizes and values diversity. Upon request, CIMCO Refrigeration will accommodate any applicant with disabilities throughout the recruiting processes, including any required applications, interviews and/or assessments.***