

PAYROLL & BENEFITS ADMINISTRATOR

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently recruiting for a Payroll and Benefits Administrator to join our firm. This position works closely with both the Human Resources and Accounting departments and will report directly to the Director of HR.

Responsibilities:

- Process semi-monthly and monthly payroll.
- Maintain payroll deductions in relation to benefit program.
- Manage ongoing benefit invoice reconciliations and ensure benefit premiums are paid in a timely manner.
- Reconcile payroll/benefit accounts to the GL.
- Maintain various Excel spreadsheets (hourly employees, vacation pay, benefit premiums, WCB, etc.)
- Process monthly reports (overtime reports, compensation reports, etc.)
- Process ROEs and annual T4s.
- Assist with employee payroll inquiries and resolve discrepancies.
- Liaise with HR on various employee changes.
- Other duties/responsibilities as assigned.

Qualifications:

- 5+ years payroll processing experience (ADP experience considered an asset).
- Intermediate Excel experience.
- Knowledge of payroll-related legislative requirements (i.e. Employment Standards Act).
- Experience in handling benefit and GL reconciliations.
- Ability to make arithmetical calculations with speed and accuracy.
- Excellent attention to detail and time management skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to analyze and balance data.

Compensation:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after one year of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hrinfo@ahbl.ca.