



SANDER GEOPHYSICS

Position Title:	Payroll Administrator
Department:	Accounting
Location:	Ottawa office

Responsibilities

- Process bi-weekly payroll including related government remittances;
- Prepare, complete, and reconcile regular reports;
- Maintain employee records for Group Benefits Plan, including new enrollments, terminations, and database updates;
- Maintain records for changes, such as compensation, benefit deductions, personal information, leaves of absence, etc;
- Manage business insurance;
- Monitor and report attendance information;
- Manage company worker's safety insurance (WSIB) account;
- Regularly communicate and collaborate with the Accounting team;
- Investigate and solve payroll issues;
- Understand, comply with, and promote all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations;
- Attend and complete training courses and/or company examinations, as required;
- Maintain a high level of technical and operational knowledge through direct engagement with colleagues and personal development;
- Maintain good records and documentation of all financial reports, books, ledgers, etc;
- Maintain project schedules and goals; and
- Perform other duties as assigned to ensure completion of projects within deadlines.

Qualifications and Experience

- Postsecondary education in accounting, business or related discipline and/or relevant work experience which demonstrates ability to complete responsibilities;
- Sound knowledge of accounting software such as SAGE 50 or equivalent;
- Demonstrated experience with payroll software, specifically SAGE payroll an asset;
- Proficient with LibreOffice including Calc and/or Microsoft Office, Thunderbird, Firefox and data base entry software used to view, create, manipulate, print, and manage files in PDF format;
- Understanding of generally accepted accounting principles (GAAP);

- Sound understanding of Canada Labour Code and federal legislation relating to employment;
- Excellent interpersonal communication skills;
- Ability to communicate in multiple languages an asset;
- Ability to exercise sound judgment, acting with diplomacy and discretion;
- Strong sense of professional and business ethics;
- Proven attention to detail and organization skills; and
- Ability to problem solve, establish priorities, and multitask in a fast-paced environment.

Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Employee and family assistance program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

Interested applicants should forward their resume to careers@sgl.com. Please include the *position title in the subject line of your email*.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at careers@sgl.com prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.