

## **Payroll and HR Administrator**

**GolfNorth Head Office:** 400 Golf Course Road, Conestogo, Ontario

**Department:** Administration

**Reports to:** Controller

**Classification:** Full-time Monday - Friday

**Wage:** \$40,000 - \$45,000 annually

### **Summary:**

GolfNorth Properties is based in Conestogo, Ontario with locations stretching from coast to coast. We are an industry leader in the consolidation and operation of golf courses with a reputation for efficiency and excellence. Our most recent growth brings us to 36 properties and over 1,400 employees in three provinces.

### **The Opportunity:**

We are seeking a Payroll & HR administrator to join our team of dedicated professionals here at the Conestogo location.

The Payroll and HR Administrators are responsible for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, funds distribution all while assuring compliance with all applicable federal and provincial regulations and company policies.

Other responsibilities include acting as an internal resource to our location managers, responding to inquiries and/or requests for data and/or reports, providing timely and accurate payroll production. Additional responsibilities include overseeing the processing of staff expenses, journal entry preparation and various other accounting functions. Integrity and strong attention to detail are crucial for this role.

### **Qualifications:**

- University degree in Accounting, Business or finance preferred;
- Minimum of 3 years experience in processing payroll, salaries, bonuses, commissions, sick pay, retirement plans and so on;
- Strong knowledge of provincial employment standards (BC, ON, NS)
- Strong knowledge of payroll systems and internal controls;
- Advanced proficiency with Microsoft Dynamics an asset;

### **Apply:**

Please submit your resume & cover letter to Lynne Hooper [jobs@golfnorth.ca](mailto:jobs@golfnorth.ca) Please write "Payroll and HR Administrator" in the subject line.