



Payroll Administrator

GolfNorth Properties

Location: Conestogo, ON

Reports To: Vice President, Corporate Controller

Summary:

We are passionate about golf! 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 and have a reputation for efficiency and excellence. The most recent growth brings us to 38 properties with over 1,400 employees in three provinces.

Our Payroll Administrators are busy! Payroll is calculated in-house and the team is responsible for ensuring the accuracy of both preliminary and final payroll reports, time sheets, spreadsheets, funds distribution, assuring compliance with all applicable federal and provincial regulations (multiple provinces), along with company policies. Other responsibilities will include responding to inquiries and/or requests for data and/or reports, providing timely and accurate payroll production, and to provide staff assistance to the Senior Management team. Additional responsibilities include overseeing the processing of staff expenses, journal entry transactions, and various other accounting functions as needed. Both integrity and strong attention to detail are crucial for this role.

Compensation:

Compensation package is based on several factors including level of experience, education and certification status. Base salary range is \$50,000 to 59,000. Meal plan is available during the season. Benefits package. Golf privileges.

Primary Responsibilities:

- Coordinates the payroll process with other departments for the purpose of delivering services in conformance with established guidelines.
- Assist in the preparation and administration of payroll for all company employees, while auditing payroll processing reports for accuracy.

- Ensure that all salaries are paid accurately and in a timely fashion to all company employees, contractors, and other parties.
- Prepare journal entries and forms, such as records of employment, income tax forms, and remittances.
- Issue ad hoc, monthly, quarterly, and annual reports.
- Implement salary increases, bonuses, commissions, and so on in accordance with instructions given.
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements.
- Maintain records for pension and life assurance contributions made by employees; liaise with service providers to ensure funds are transferred as appropriate.
- Track holiday and attendance records for business units.
- Monitor assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares and oversees the preparation of a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, worker's compensation checks, etc.) for the purpose of documenting activities and issues; meeting compliance requirements, and providing audit references.
- Reconciles account balances for the purpose of maintaining and remitting accurate account balances and complying with related policies, practices and/or regulations. (ie. WSIB, Statutory deductions etc)
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Informs personnel and/or carriers and/or financial institutions regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
- Compiles and verifies data from a wide variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Maintains a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Communicates with a variety of internal and external parties (city/provincial/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.

- Responds to written and verbal inquiries for the purpose of providing information and/or direction.
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Regularly compare internal record of transactions and balances to the monthly bank statements verifying each transaction.
- Deposit cheques received at this location, process transfers as required, and monitor bank accounts as needed.
- Performs other duties as required.

Qualifications:

- University degree in Accounting, Business, or Finance is preferred.
- PCP designation is a definite asset.
- Minimum of 2 years experience (in-house payroll).
- Strong knowledge of payroll systems, internal controls, and management.
- Advanced proficiency with Microsoft Dynamics and/or Avanti software and payroll programs and applications.
- Experience in the processing of salaries, bonuses, commissions, and other forms of compensation.
- Knowledge of audits, income tax forms, health benefits programs, sick pay, retirement plans, and so on.
- Good knowledge of accounting, general/purchase/sales ledger, journal entries, and bookkeeping experience.
- Ability to prepare ad hoc reports using Microsoft Excel.
- Must be able to handle confidential information in an ethical and professional manner.
- Strong work ethic and positive team attitude.
- Effective attention to detail and a high degree of accuracy.
- Strong problem identification and problem resolution skills.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Able to effectively communicate both verbally and in writing.
- Strong customer service focus.
- Highly conscientious, along with an energetic and mature approach to his or her work.

Core Competencies:

- Customer Focus
- Communication

- Energy & Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability/Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability

Working Conditions:

- Some travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use a desktop computer and peripherals.
- Flexible schedule and overtime as required.

To Apply:

Please send your resume and cover letter to Lynne Hooper via email at lhooper@golfnorth.ca. Please write “**Payroll Administrator**” in the subject line.