



CAREERS AT IRD

PAYROLL & BENEFITS ADMINISTRATOR

Department: Corporate Administration & Human Resources

Receives Direction From: Sr. Manager., Corporate Resources

Responsibilities May Include:

- Process semi-monthly payroll for salaried and hourly employees for both the US & Canadian operations
- Collect, organize and input all employee timesheets and record of absence forms into a computerized payroll system
- Produce ongoing payroll reports and manage month-end, quarter-end and year-end processes as required internally and by federal, provincial, state and other regulatory bodies
- Collect, process and file all mail relating to US Payroll/Ceridian
- Act as a resource person for supervisors and managers regarding payroll and benefits matters
- Process payment of all month end bills relating to payroll, Workers' Compensation, benefits and insurance premiums
- Administer the Canadian and US benefits programs, including enrollments, changes, deletions, invoicing and payments etc.
- Liaise with insurers on behalf of employees as necessary to resolve problems/issues
- Process and report on WCB employee claims
- Responsible for monthly reconciliations and allocations within the financial accounting system
- Assist with maintaining training records within company database
- Maintain accurate employee records with up-to-date information
- Present Employee Orientation Package to new employees and ensure appropriate forms are completed accurately

Skills Required:

- High level of accuracy and attention to detail
- Excellent verbal and written communications skills
- Professional and confidential skills are required
- Excellent organization skills

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- Ability to meet deadlines and multitask in a fast paced environment
- Familiar with MS Word, Excel and Windows

Education and Experience:

- Diploma/certificate in payroll or business
- A minimum of 2 years payroll/office experience required

Please indicate position '**A-PA1112**' in your cover letter and subject line.

If you are interested in applying at IRD, a resume should be forwarded in confidence to
Human Resources:

702 43rd Street East
Saskatoon, SK S7K 3T9,

fax: 306-653-6609 or email: jobs@irdinc.com

no later than **Friday, January 13, 2012.**

jobs@irdinc.com

IRD is an Equal Opportunity Employer.