

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

Payroll Administrator – Full-time

This position requires you to perform accurate processing of weekly and bi-weekly payrolls within the provinces of Quebec and Ontario using Dayforce as well as some financial reporting tasks. These tasks include but are not limited to calculating payroll deductions, reconciliation of payroll, WSIB remittance, creating payroll entries for Aderant, and various reporting tasks such as month and year end reporting and activities, T4s, and ROEs.

Our ideal candidate will have a post-secondary education (Accounting/Payroll & Bookkeeping), and 2-5 years' relevant experience.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within a team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following qualifications, skills and attributes are also essential:

- Accounting Degree/Diploma or equivalent work experience
- PCP Designation an asset
- 2-5 years of previous payroll work experience required
- Experience working within a legal environment an asset
- Sound interpersonal skills with the ability to interact and communicate with all levels of the Firm
- Strong attention to detail
- Above-average accurate data entry skills
- Sound working knowledge of Microsoft Excel
- Customer service orientated
- Ability to problem-solve
- Working knowledge of payroll software such as ADP or Ceridian an asset

We are a truly a cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Payroll Administrator" and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, December 14, 2018.

Contact Information:

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