

**POSITION VACANCY**

Position: Payroll/Benefits Clerk  
Location: Kanata, Ontario  
Status: Full Time  
Dept: Human Resources

**Key Responsibilities:**

**Payroll**

- Assists in the preparation and administration of payroll while auditing payroll processing reports for accuracy
- Ensures that all salaries are paid accurately and in a timely fashion
- Issues monthly and annual reports including all year end processing
- Implements salary increases, bonuses and so on in accordance with instructions given
- Maintains detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements
- Tracks sick leave and vacations for individual employees
- Deals with ADP as required

**Group Benefits Administration**

- Assists in the administration of employee programs, e.g. health benefits, pension and so on
- Administers Short Term Disability (STD) and Long Term Disability (LTD) programs
- Handles all inquires and complaints and compliments regarding benefits
- Liaises with insurance provider and consultant

413 March Road, Ottawa, ON K2K 0E4 Canada  
phone 613 591 2100 fax 613 591 6627 [www.theratronics.ca](http://www.theratronics.ca) [www.teambest.com](http://www.teambest.com)



**Pension Administration**

- Maintains records for pension contributions made by employees; liaise with service providers to ensure funds are transferred as appropriate
- Prepares monthly remittances for DB pension plan, RRSP plan and DPSP plan. Providing information on the plans to all new employees and ensuring enrolment packages are completed on time
- Advises benefits and pension providers when an employee is hired or leaves and ensures all required steps are taken to terminate, amend or begin coverage
- Assist employees with pension, RRSP & DPSP plans inquires/forecasts
- General office duties as assigned

**Job Requirements:**

- Community College or CEBS designation or equivalent
- Minimum of 3 years payroll and benefits experience including the administration of documents related to claims and the on line administration of group benefits and pension plans
- Knowledge of Collective Agreements
- Ability to work on a team environment with excellent communication skills
- Proficient with Microsoft, Excel and ADP

Reports to the Director of Human Resources and Legal Affairs.

All applicants should apply in writing with a cover letter and resume to Human Resources:

Email: [samschwisberg@theratronics.ca](mailto:samschwisberg@theratronics.ca)

NOTE: only successful candidates shall be contacted for interviews.

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