



**Payroll Coordinator  
Fulltime, Permanent  
Woodstock, ON**

**You are an accomplished payroll professional ready for a career move into an established and thriving organization...**

**Pay-ROLL into the Execulink family!**

In this critical role, you will report to the Accounting Manager and will manage full-cycle payroll processing. Other key responsibilities include payroll journal entries and reconciliations, tracking and processing compensation changes, managing benefits, as well as other related matters as required.

**As an integral part of Execulink's accounting team, you can expect to achieve:**

- High response rates to email inquiries; this includes providing policy driven responses, meeting required response times and maintaining professional communication
- Meeting the 1:00 P.M. payroll deadline for bi-weekly payroll processing
- Completion of payroll package with a high accuracy rate

**Position Details:**

- Woodstock, ON
- Full-time, permanent
- Core business hours are Monday to Friday, 8:30am to 5:00pm
- Additional hours may be required at times to perform the responsibilities of the role
- This is a Hybrid role which will allow you the flexibility to work from home, but requires support from time to time in our Woodstock headquarters

**In this role, you will enjoy the following responsibilities:**

**Payroll Administration (~60%)**

- Processing bi-weekly payroll for all salaried and hourly employees, as well as variable pay, commission and bonus payments
- Setup, maintenance and updating of employee records in Ceridian as authorized
- Reviewing timesheets, expense submissions and work hours for completeness and accuracy, and work with supervisors and employees on issues as they arise
- Review employee expense submissions for accuracy, completeness and adherence to corporate policies
- Monitor payroll related documentation to ensure accuracy, consistency, and relevance to business processes
- Prepare Records of Employment when required
- Provide support to new employees and promoted supervisors for timesheet entry, submission and approval

- Process accurate and timely monthly and annual reporting and reconciliations (T4, EHT, WSIB, etc.)
- Be the Execulink Payroll expert, answering employee and third party questions related to payroll matters and policies
- Assist in payroll projects and improvements as assigned

**Payroll Accounting (~20%)**

- Preparing payroll journal entries
- Calculating payroll accruals and preparing the associated journal entries
- Generating and analysing monthly/quarterly payroll reports
- Reconciling payroll totals and ensuring all deductions are made as scheduled
- Assisting in accounting projects and improvements as assigned

**Benefits Administration (~20%)**

- Liaise with benefit providers for payroll related matters (RBC, Blue Cross)
- Calculate and update current group benefit deductions and provide data to applicable authorities
- Be the Execulink Benefits expert, answering employee and third party questions related to benefit matters and policies

**What you bring:**

- A minimum of two (2) years' experience completing payroll for a medium sized company (150+ employees), using payroll systems and software
- Prior experience with basic accounting practices (journal entries, reconciliations)
- Advanced proficiency with Microsoft Office programs, specifically Excel
- Understanding of Canadian payroll practices and standards
- Certification/training from the Canadian Payroll Association or equivalent experience would be an asset
- Experience with Ceridian Dayforce and Sage 300 would be an asset
- You possess in depth knowledge of federal laws, regulations and related payroll processes and requirements
- You are a confident, proactive self-starter – skilled in taking initiative, assessment, and identifying and solving issues using a strong work ethic and positive team attitude
- You have exceptional attention to detail and high level of accuracy, with the ability to meet deadlines
- You are able to prioritize and manage conflicting demands
- Your written and verbal communication style reflects a sensitive, tactful, diplomatic, and professional manner at all times
- Proof of COVID-19 vaccinations as approved for use by Health Canada is required prior to first day of employment



**Are you ready to apply to this rewarding opportunity with an organization that feels like family?**

- Submit your cover letter and resume in confidence to [work@execulinktelecom.ca](mailto:work@execulinktelecom.ca) today!
- In your cover letter tell us why you think you would excel as a member of our awesome team!

### **About Us**

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us!

When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

*Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*