

A circular image showing three people (two men and one woman) sitting around a table, looking at a laptop screen. They appear to be in a collaborative meeting or discussion.**PAYROLL SPECIALIST**

Location: **Jarvis, Hybrid** | Reports to: **Director of Finance** | Hours: **Full Time**

**SCOPE:**

This position will play a unique role in the company working within Nova Finance and closely with the Employee Experience Team. The role requires a critical thinking mindset with great attention to detail. The role also requires strong communication skills with an assertive mindset for dealing with Team Members in confidence. This role will be responsible for carrying out the company payroll and responsible for all remittance.

**CORE CAPABILITIES:**

- Proficient in the use of Microsoft Office; Excel, Word, PowerPoint, Outlook
- You are an expert in payroll accounting practices, policies and procedures.
- You are keen on staying current with payroll tax legislation.
- You are a team player with attention to detail.

**BENEFITS AND REWARDS:**

- Flexible work week and hours.
- Education Reimbursement Program.
- Group Benefits Plan (Health and Dental).
- Registered Pension Plan.

**WHAT WILL YOU BE UP TO?**

- Responsible for the completion of payroll and related accruals.
- Completing quarterly and annual benefit/pension reconciliations.
- Performing reconciliations to the G/L for all payroll related accounts (pension, benefits, Taxes, payroll).
- Reconciling payroll deductions to ensure accurate remittances (EHT & CRA).
- Working closely with Employee Experience on employee salary and benefits updates.
- T4/T4A, T2200 and ROE reporting as required.
- Maintain up to date knowledge of Payroll and related Provincial (ON) and Federal (CRA) tax legislation.
- Assisting in the preparation of functional personal budgets and forecasts.

**EDUCATION & EXPERIENCE:**

- Three-year university or college program, with focus on payroll/benefits.
- Over 3 years on-the-job experience and/or performing similar duties with experience in the processing payroll.

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**Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternate format, please advise via [recruitment@novamutual.com](mailto:recruitment@novamutual.com).**

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