



## Payroll and Benefits Administrator

We are seeking an exceptional Payroll and Benefits Administrator who will produce and manage the company's benefits and payroll.

### About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

### About the role

The Administrator is responsible for:

- maintaining confidence of all employee payroll and benefits matters.
- ensuring that all remuneration is processed accurately and in a timely fashion to all employees.
- updating and maintaining accurate personnel information in Newstar/Ceridian.
- liaising with benefit provider, acting as a central point of contact to resolve issues, launching new policy information and other related materials.
- providing transactional piece of benefits administration by maintaining benefit changes, additions, deletions or changes.
- conducting initial orientation to newly hired employees regarding payroll and benefit forms.
- responding effectively to payroll/benefit queries from employees, management and third-party stakeholders.
- fulfilling wage garnishment requirements, Canada Saving Bonds and United Way by completing forms; adjusting payroll records, documenting and transmitting withholdings.

- preparing statutory forms such as Records of Employment and income tax forms (i.e. T4, T2200, etc.).
- performing internal audits of payroll accounts and preparing materials for external auditors.
- preparing and entering journal entries in Newstar, Ceridian and/or Yardi.

## About you

### You have:

- Post-secondary education or suitable professional training and experience as an alternative Minimum 3 years' payroll experience with salaried and hourly employees
- A recognized payroll Professional Designation or working toward it is required
- Excellent interpersonal skills
- Competence in written and verbal communications
- Previous experience using Ceridian, SAP, or Newstar preferred
- In-depth knowledge of CRA guidelines and payroll legislation
- Intermediate to Advanced knowledge of Microsoft Excel
- A positive Police Check is required

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: [recruiting@regionalgroup.com](mailto:recruiting@regionalgroup.com).

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.