

## Payroll Administrator

RFNOW Inc. has an excellent opportunity for a highly motivated, dynamic individual to join our Finance Team in our Virden office as a permanent full-time **Payroll Administrator**.  
Start date; as soon as possible.

The Payroll Administrator is responsible for performing end-to-end payroll processes in a timely and accurate manner as well as overall benefits administration. The successful candidate will be a team player with a great attitude and exceptional communication skills.

### Responsibilities include:

- Process accurate and timely semi-monthly & bi-weekly payrolls, for salaried and hourly employees.
- Process new hires and coordinate and administer the group benefit plan.
- Calculate and process commissions where required as part of regular pay runs.
- Maintain appropriate records and documentation to ensure compliancy.
- Prepare reconciliations and reporting as required (quarterly, year-end, T4's, WCB, etc.).
- Prepare calculations regarding special situations i.e.(retroactive payments/adjustments, separation payments and manual cheques as required).
- Prepare Journal Entries as required.
- Prepare and process all payroll related government and non-government remittances.
- Set up of new employees and completion of Record of Employment.
- Respond to internal and external inquiries, problem solve as it relates to payroll.
- Identify gaps and provide recommendations for system/process improvement where required.

### Qualification Requirements:

- 3-5 years of successful experience in the complete payroll and benefits process in a medium to large organization. Exposure to a variety of payroll software systems would be considered an asset.
- Solid understanding of payroll legislation and labour standards.
- The ability to learn quickly and take initiative.
- Advanced experience and proficiency with Microsoft Office (Excel & Word)
- Accounting knowledge and experience with reconciliations and journal entries.
- Ability to maintain confidentiality in all matters related to employee compensation and benefits.
- Extremely organized and able to work under pressure to meet hard deadlines.
- Strong attention to detail and high level multi-tasking abilities are key.
- Well-developed analytical problem-solving skills.
- Highly motivated with the capacity to learn quickly.
- Possess excellent communication skills (verbal and written).
- Ability to work independently and in a successful team environment.



TF: 1-866-887-3669  
www.rfnow.com

### **What we offer:**

A work environment focused on continuous improvement supported by autonomy and empowerment.  
A diverse and dynamic team to collaborate with.  
A competitive base salary; health and dental benefits; life and disability insurance package.  
Flexibility and work-life balance.

We are looking for an individual who applies themselves to understanding their work and being a productive team member that can succeed in a fast-paced environment.

### **How to apply:**

If interested, please contact us at [careers@rfnow.com](mailto:careers@rfnow.com) with your resumé detailing your qualifications or to learn more. We may also have other accounting career opportunities available.  
We strongly encourage applications from qualified professionals from a variety of backgrounds.  
Confidentiality of all applicants assured. Only those selected for interviews will be contacted and we thank all other applicants for their interest.

### **About RFNOW Inc.**

*RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at [rfnow.com](http://rfnow.com).*

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