

## Payroll Manager

### About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, customs brokerage, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

### About the Team:

The Finance team is committed to ensuring the finances of the company run smoothly and that we maintain healthy relationships with our vendors. Dedicated to finding the best technology solution for our needs today and into the future, this team welcomes ideas! We believe in focusing to get the job done, while fostering a fun team atmosphere.

### What You'll Do:

- Responsible for processing bi-weekly payroll for over 290 employees across four provinces.
- Perform termination pays, off-cycle pays, issue cheques, issue ROEs, and set up new employees.
- Research and communicate payroll rules and regulations in the provinces which our business operates and as needed in provinces where we expand our business.
- Create and set up new rules and regulations in our payroll software, ensuring it is tested and ready to implement prior to the start of operations.
- Ability to answer all employee and management inquiries related to payroll.
- Perform all year-end related procedures in four provinces – includes finding/fixing any government-related payroll deduction discrepancies, such as CPP and EI.
- Create and report monthly financial labor analysis to management.
- Perform miscellaneous reporting related to payroll as requested by management or other personnel.
- Post all payroll-related expenses to the general ledger.
- Process all Workers' Compensation Board (WCB) payments for BC/AB/SK/ON, and BC EHT payments; also responsible for reconciling these accounts, along with the vacation GL accounts.
- Complete any payroll-related grants or subsidies that the government may offer to businesses.
- Stay updated with new or upcoming payroll rules and regulations that the government announces.
- Required to do some intercompany transactions, such as invoicing or transferring expenses related to labor between companies.
- Perform data entry and reconciliation of timecards on payroll software, as needed.
- Assist with other accounting tasks as required.

### **Who You Are:**

- A fast learner, well-organized, detail and customer-oriented self-starter.
- Knowledgeable and able to perform in adherence to the payroll rules and regulations in the province of British Columbia, Alberta, Saskatchewan, and Ontario.
- Team-oriented; skilled at establishing and maintaining effective working relationships with internal and external customers of all levels.
- Demonstrated ability to exercise sound judgment, analytical thinking, problem-solving, ability to work independently, prioritize duties, and follow tasks through to completion.
- Time management – work within mandatory deadlines/timelines.
- Strong computer, organizational, administrative and numeracy skills.
- Possess excellent communication skills, both oral and written. Good command of the English language.
- Proficiency with MS Office and Excel and experience in MS Dynamics GP is an asset.
- Proficiency with industry software – experience in Ceridian or another payroll software is an asset.
- Able to pass criminal background check.

### **How to Apply:**

Interested applicants should submit their resume to [hr@cdsltd.ca](mailto:hr@cdsltd.ca). Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.

No agencies please.