ADMINISTRATIVE TECHNICIAN (PAY MASTER)

Description of the position:
Under the authority of the Human resources Director, the administrative technician plans, supervises, controls and assesses activities related to the preparation, verification and distribution of the payroll according to collective agreements, fiscal laws or other rules, policies, procedures, regulations and guidelines of the organization and the Health and Social services Ministry.

More specifically, the employee will:
- Be responsible for collecting, verifying, compiling and codifying the data required for treatment of the payroll;
- Be responsible for the quality of payrolls produced, analyzing and correcting them when needed;
- Collaborate in the preparation of files required for payroll such as health and safety at work (salary-insurance, work accidents, SAAQ), social benefits (collective insurance, retirement plan, vacation schedule), remuneration (statutory increase, retroactive calculations);
- Act as resource person for managers and employees on using the attendance statement;
- Act as resource person for managers and employees for all payroll-related questions;
- Perform reconciliation of CNESST statements and payroll accounts in the balance sheet;
- Verify Retraite Québec reports (CARRA) and is responsible for the annual statement;
- Prepare tax sheets (Statement 1 and T4);
- Query the SIRH data base, compile results and produce the management’s monthly statistics reports;
- Using Excel, prepare the various accounts payable related to the payroll, including supporting documentation and sends them to the accounts payable service;
- Partake in end of period and end of fiscal year activities.

Requirements
- Diploma of College Studies (DCS) in accounting or a combination of training and equivalent experience
- Certification from Canadian Payroll Association (an asset)
- Minimum 2 years of experience in payroll production
- Experience in data management
- Experience with Logibec software (an asset)

Skills and qualifications needed:
- Ability to set priorities and meet tight deadlines
- Great sense of organization, resourceful, proactive and ability to adapt to a growing organization
- Ability to take charge of a project and deliver it
- Excellent analysis skills
- Excellent written and spoken communications skills
- Showing interest in process improvement and innovation
- Excellent interpersonal relations and team work skills
- Bilingual in French and English, written and spoken
- Excellent knowledge of Excel

Shriners Hospitals for Children - Canada provides ultra-specialized short-term orthopedic care to children in Quebec, other Canadian provinces, the United States and around the world. Affiliated with the Réseau universitaire intégré de santé et service sociaux McGill (RUISSS), the hospital promotes excellence and innovation in care, teaching and research. Working at Shriners Hospitals for Children - Canada means working in a patient and family centered care environment where there are many opportunities for professional development. You will work in an innovative, creative and multidisciplinary environment focused on improving the quality of life of children and their families.

With its committed and dedicated staff, Shriners Hospitals for Children - Canada has been helping children reach their full potential for over 90 years. To learn more, visit www.shrinershospitalsforchildren.org/Canada

You want to work with us? Send us your résumé and a letter of intent before October 13, 2020, to the human resources department at recrutement@shrinenet.org.

The use of the masculine is to simplify the text. Shriners Hospitals for Children – Canada supports the principle of equal access to employment and invites women, members of visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples to apply.