



CAREERS

Accounting & Payroll Specialist

Brantford, ON

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are building an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to develop along with us.

YOU are a people person with a mind for numbers. You are organized and diligent, working quickly and accurately. You have a passion for payroll and a talent for problem solving. You are approachable and confidential. You are always learning. You enjoy the details but you can also see the bigger picture.

In this role, **YOU WILL:**

- Process full-cycle payroll for approximately 100 non-union employees, including payroll journal entries
- Maintain payroll information, pay period files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail
- Provide payroll processing & bookkeeping services to smaller associated organizations
- Administer pension & benefits
- Assist with preparation of payroll budgets and forecasts
- Contribute to annual financial and pension audits and team projects, as required

YOU OFFER:

- Minimum of 3 years payroll / accounting experience
- PCP Certificate (or equivalent) is an asset
- Experience with *ADP Workforce Now* system is a distinct asset
- Familiar with Employment Standards and how to apply regulations to payroll, office administration, human resources, benefit and pension administration.
- MS Excel – intermediate level
- Ability to multitask and prioritize quickly, to stay organized and plan ahead
- Excellent communication and customer service skills
- Bilingual (French / English) is an asset

Contact: hr@holstein.ca

Submit application by: April 17, 2019

*We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request.
Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.*