

WE'RE HIRING!

Payroll & Expenses Administrator - Toronto

Dominion Voting is searching for an experienced **Payroll & Expenses Administrator** to join our team in Toronto! This position will be responsible for managing and organizing of all functions related to payroll administration and US expenses, including, but not limited to: recording, processing and obtaining approvals' and Processing all matters in a timely and accurate fashion, including following up on items related to the various expenses, payroll and month-end deadlines.

Responsibilities

Payroll:

- Accurate and timely processing semi-monthly multi-state US payroll through Ceridian Redwood/Freedom and Canadian payroll (Ceridian Powerpay) for exempt and non-exempt staff
- Registration and set up of new State and SUI accounts
- Accurate and timely processing of tax remittances, garnishments and employee changes
- On a quarterly basis, review and approve the quarterly federal payroll tax returns and related reconciliation sheets (Form 940, 941, 941x) provided by the vendor
- Responsible for accurate and timely reconciliation, forecasting and reporting of all matters relating to payroll, payroll taxes and employee benefits
- Support payroll/tax audits and providing timely input and implementing any required corrective actions
- Responsible for timely filing and distribution of W2s and T4s
- Prepare various journal entries during the month-end process
- Remain current on labor law and tax requirements to ensure that policies and procedures comply with current

Expenses:

- Receive, process, and audit employee expense reports, ensure approvals have been given by managers, and compile the expense reports for reimbursement
- Follow up with managers and employees to resolves any discrepancies and gain approvals as needed
- Reconcile the entry and process of expenses within the accounting system
- Train new hires on the travel expense process and software system
- Maintain organized files and records for paid and unpaid expenses

Qualifications

- Associates degree in finance, accounting or similar required
- Certified Payroll Professional (CPP) designation required
- 5+ years' experience processing US multi-state payroll required; experience processing Canadian payroll is a plus
- Understanding of IRS regulations associated employee expense reimbursements
- Exposure to general accounting functions such as preparing journal entries, balance sheet reconciliations, etc. is nice to have but not required
- Demonstrated experience following, implementing and executing payroll best practices
- Strong computer skills Microsoft Office skills, specifically Microsoft Excel
- Experience with Concur, Ceridian Redwood/Freedom and/or Powerpay preferred, but not required
- Highly detail-oriented, specifically with numbers, schedules, problem-solving, etc.
- Experience and ability to successfully meet deadlines in in a dynamic, fast-paced environment

[Click here to apply!](#)