



## JOB OPPORTUNITY POSTING

**POSITION TITLE:** Payroll / Accounting Administrator

**DEPARTMENT:** Accounting

**LOCATION:** Sudbury, Head Office

**REPORTS TO:** Manager of Finance

### **COMPANY:**

Vianet is a well-established, customer-oriented telecommunications company located across Ontario. We provide Residential, Small Business, and Enterprise level customers in both urban and rural locations with a wide range of services to suit their unique needs. We offer internet access across a variety of mediums, such as our own Fibre and Wireless infrastructure, which we are continually expanding, as well as over third-party DSL and Cable. We also provide phone service in all our serving areas, as well as high-definition television service in select areas.

We are looking for a hard-working employee to help continue to grow our company. To serve our customers better each day we need great people. That is why we approach our passion for our company with the same passion for our people. We know that the right people in the right positions can do incredible things, and we love watching that happen!

### **JOB SUMMARY:**

We are now hiring a permanent Payroll / Accounting Administrator in Sudbury.

The candidate will work closely with HR and will be responsible for all aspects of bi-weekly payroll activities to ensure accurate and timely entry and processing, while maintaining the integrity of employee data and payroll records.

Additionally, the candidate will assist our accounting team with invoicing, reporting and analysis, or other duties as required.

### **POSITION RESPONSIBILITIES:**

- Responsible for the preparation and processing of the bi-weekly payroll for approximately 150 employees using the Payworks payroll system.
- Review and ensure accuracy of timesheet data, including sick, vacation, commission, travel, meals, overnight per diems, and overtime claims.
- Maintain payroll information by collecting, calculating, and entering data into the payroll system, as well as retrieving data when necessary.
- Resolve payroll discrepancies by investigating information and interacting with HR.
- Process journal entries into accounting system and reconcile all payroll transactions and remittances.

- Coordinate with managers and human resources to confirm the accuracy of employee records.
- In conjunction with Payworks, process payroll year-end and T4s.
- Liaise with programming department, human resources, accounting and Payworks to develop and implement processes to increase efficiency and accuracy.
- Maintain awareness of federal payroll laws and company policies to ensure we are compliant with current legislation and any changes that may occur.
- Maintain employee confidence and protect payroll operations by keeping info confidential.
- Assist HR with various statistical analyses, reports and surveys.
- As time permits, provide other general accounting and clerical support to the accounts payable team including invoice entry, tracking and verification.

#### **EXPERIENCE / KNOWLEDGE REQUIRED:**

- Completion of post-secondary studies with a specialization in payroll or accounting
- Payroll certification and/or several years of relevant work or educational experience
- Solid understanding of payroll and accounting principles and best practices
- Proficient computer skills including extensive working knowledge of Microsoft Excel
- Exceptional data entry skills with strong attention to detail
- Excellent problem solving and numerical analysis skills.
- Solid communication skills both verbal and written.
- Team player with a positive attitude and good work ethic
- Reliable with an excellent time and attendance record
- Flexibility to work independently with minimal supervision or as part of a team on larger projects.

#### **HOURS OF WORK:**

Potential for full or part time employment. Flexible hours but must be available every second Monday and Tuesday for payroll administration. Must be willing to work extra hours when necessary to meet payroll deadlines, especially when stat holidays result in accelerated payroll processing.

#### **DATE POSTED:**

May 8<sup>th</sup>, 2023

#### **CLOSING DATE:**

May 19<sup>th</sup>, 2023

#### **HOW TO APPLY:**

If this is a job opportunity you are interested in applying for yourself or have someone you would like to personally refer who has the appropriate background and qualifications, please complete the attached **Job Opportunity - Response Profile** or a **Job Opportunity - Employee Referral Form** along with a current up to date resume and submit via email to [careers@corp.vianet.ca](mailto:careers@corp.vianet.ca) fax 705-222-2800 referencing "Payroll / Accounting Administrator" in the subject line. We thank all applicants in advance for your interest in applying, however because of time constraints, only those under consideration will be contacted.

**AS AN INTERNAL APPLICANT, YOUR RESUME MUST BE ACCOMPANIED  
BY THE JOB OPPORTUNITY RESPONSE PROFILE.  
PLEASE FORWARD BOTH COPIES TO HUMAN RESOURCES**