



## CAREER OPPORTUNITY WITH AN INDUSTRY LEADER

At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. As a premiere high voltage electrical contractor, our mission is to provide exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. Proudly awarded Gold Standard as one of Canada's Best Managed Companies, K-Line continues its quest to be the premiere Canadian owned utilities solutions company. We currently have an opportunity available to be based out of **Stouffville, Ontario** for the new Payroll position of:

### PAYROLL ASSISTANT

#### Responsibilities

- Assist in the production of the weekly payroll including maintaining and updating the payroll system, investigating, troubleshooting and resolving payroll issues and the production of a weekly pay for approximately 500 union and non-union employees
- Update employee records to internal Sage Payroll System
- Enter weekly equipment and labour cost related data by job in Sage
- Process union remittance, update and maintain union rates and funds
- Create, maintain and control employee files and related documentation and records of a payroll and/or HR nature
- Generate payroll related reports as required including metrics, audits and other special requests
- Maintain HR Divisional Profile report reflecting all current relevant payroll and HR related data
- Produce official Confirmation of Employment Letters when requested and all Record of Employment (ROE) notices for employees
- High volume weekly data entry including timesheets
- Respond to all internal and external customer inquiries in a timely manner
- Track and maintain monthly records for Deferred Profit Sharing Plan (DPSP) and Anniversary employees

#### Experience & Education

- Minimum two (2) years' previous work experience in Payroll/Data Entry
- Experience in union and non-union environments
- Post-secondary education with a preferred focus in Payroll, Accounting, or Finance
- Successful completion of or working towards a Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) designation is an asset



## Skills

- Financial acumen and high proficiency working with numbers
- Excellent computer skills, keyboarding, and proficiency with Microsoft Office and Accounting software
- Highly organized with exceptional attention to detail, accuracy and thoroughness
- Able to produce large volumes of information efficiently and effectively while meeting tight deadlines
- Strong customer service and interpersonal skills
- Maintain strong sense of confidentiality and discretion

## To Apply

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at [www.k-line.ca](http://www.k-line.ca). Interested candidates are invited to submit a resume to: [careers@k-line.ca](mailto:careers@k-line.ca).

**Position Location:** Stouffville, ON

## Company Overview

Celebrating 50 years of Business Excellence in 2017, the K-Line Group of Companies provides complete, one-source solutions for the high voltage and related sectors. Comprised of eight industry-specific divisions, we offer one-source expertise in engineering, design, procurement, construction, commissioning and maintenance of high voltage power delivery systems, including temporary power services, independent laboratory testing and complete fleet repair and refurbishing services. K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and OHSAS 18001 Health and Safety Management Standard.

The K-Line Group is an equal opportunity employer. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

We thank all applicants for their interest in this opportunity. Only those candidates who are selected for an interview will be contacted.

No agencies please.

