

Accountant/Payroll Support

Overview

The **Accountant/Payroll Support** position is responsible for accounting duties, including but not limited to journal entries, project costing, reconciliations, month/year-end activities, and reporting. This role is also accountable for the processing of payroll functions for Canadian and US employees ensuring accuracy and adherence to regulatory requirements.

Duties & Responsibilities

General Accounting

- Responsible for general transactional accounting processes, reconciliations, and month-end procedures
- Participate in and provide financial support to operations as it pertains to managing projects
- Prepare monthly labour cost allocation by department and/or project
- Accountable for efficient and consistent timekeeping processes
- Ensure adherence to government, Provincial/State regulations, and taxes to ensure compliance at the Project level
- Prepare periodic general ledger entries (accruals, reclassifications, adjustments, payroll journals)
- Preparation and analysis of project profitability reports
- Ensure adherence to professional accounting standards, including revenue recognition and accruals.
- Contribute to the ongoing development of systems and processes, identifies improvement opportunities, and develops actionable solutions
- Provide backup support for US Sales tax compliance function
- Provide miscellaneous duties and ad hoc analysis and reporting as required

Payroll

- Manage, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions for US and Canadian employees

- Review and verify payroll documentation and analyze transactions for completeness, accuracy, and compliance with company policies and procedures, and government rules and regulations
- Resolve any queries or issues arising concerning payroll withholdings
- Manage and administer 'Time and Attendance' modules
- Perform detailed pay and leave calculations for salaried employees, hourly employees, and other pay authorization documents
- Responsible for the reconciliation of applicable remittances for Canada and US (withholding taxes, CPP, EHT, Workers Comp/WSIB)
- Process all year-end activities/reporting
- Liaise with Human Resources and other departments when investigating and responding to queries regarding payroll including onboarding & offboarding
- Liaise with auditors and manage payroll/Workers Compensation – Manage and maintain Worker's comp class codes – CAN & US
- Provide analysis and applicable reports on labour costs by department and/or project
- Provide miscellaneous duties and ad hoc analysis and reporting as required

Qualifications

- Knowledge of US and Canadian payroll rules and regulations
- Post-secondary diploma or degree in accounting
- Minimum 5 years accounting experience
- Minimum 3 years of payroll experience
- Solid knowledge of accounting software
- Familiar with payroll platforms
- Knowledge of project-based accounting
- Experience working with year-end reconciliations and 3rd party auditors
- Intermediate knowledge of Microsoft Office (Word, Excel)
- Well-organized with the ability to prioritize
- Very good communication and interpersonal skills
- Great attention to detail and problem-solving ability
- Versatile and adaptable



Conditions of Employment

- Permanent full-time employment
- Ability to work from home with a home-based office

If you are interested in this exciting opportunity, please forward your resume in confidence to careers@systemsflo.com

While we appreciate the interest of all applicants, only candidates selected for an interview are contacted. No agencies, please. We are committed to fostering an inclusive, accessible work environment, where all employees feel valued, respected, and support. CES will provide accommodation for applicants with disabilities as part of its recruitment process. If you are contacted to arrange for an interview, please advise us if you require accommodation.