

Payroll Advisor

Status: Regular Full-Time

In your role as a Payroll Advisor, at The North West Company (NWC) you will provide payroll services to the Canadian and International banners. Joining NWC gives you the opportunity for growth and development in a dynamic and diverse company. NWC offers a competitive salary and benefits package.

NWC is a leading retailer to under-served rural communities and urban neighborhood markets in the following regions: Northern Canada, Western Canada, rural Alaska, the South Pacific islands, and the Caribbean. Our stores offer a broad range of products and services with an emphasis on food. Our value offer is to be the best local shopping choice for everyday household and local lifestyle needs. Check out northwest.ca for more information.

Role:

- Processes timecards and audits accuracy of payments within deadlines and service levels;
- Investigates pay inquiries/year end inquiries and provides solutions within service levels;
- Processes personnel information; new hires, rehires, terminations, promotions or changes within deadlines and service levels as required;
- Accurately processes off-cycle payments according to regulations/procedures in a timely manner;
- Investigates inquiries from regulatory bodies as required;
- Calculate and complete remittances for approval to regulatory bodies by deadlines;
- Internal reporting and balancing of payroll general ledger;
- Working in a team ensures the timely completion of payroll activities to close the payroll period, month and/or year.

Desired Skills & Experience:

- Minimum 3-5 years' experience administering an end-to-end payroll is required;
- Proven proficiency with Microsoft Office Suite, Word and Excel required;
- Strong analytical and problem resolution skills are required;
- Effective communication skills, both written and verbal are required;
- Excellent time management skills are required to meet tight deadlines;
- Must be able to handle sensitive and confidential information effectively and professionally;
- Proven experience working within a team is required;
- Post-secondary education in a related field or willingness to enroll in payroll courses is preferred;
- Basic accounting knowledge General Ledger accounting for payroll is an asset;
- Ability to communicate in French would be an asset.

Reports to: Payroll Manager

Location: Gibraltar House, 77 Main Street, Winnipeg MB

Interested applicants are invited to apply directly on the website

<https://careers.northwest.ca?JOBSHARE5VTVK4O7Q4IAVQOMHOMPZ5IVXFFH24PUKR2GHWJ5ANHJ3GOIMQMWL2WIIFQ7EPBBMUCYSTUASJ3SO3HG5VZNVTYJWP2HAGAHSD2HADVMIFNBDW2I2Q>

We create a collaborative and constructive culture by:

- Being Enterprising • Committing to our Customer • Working with Passion • Leading and Developing Others • Demonstrating Respect and Inclusivity • Building Trust

The North West Company is committed to inclusion and diversity and encourages applications from all candidates including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, and persons with disabilities.

You may include your resume and cover letter together as a single document. Opportunities to learn, develop and advance throughout the organization are present. We thank all applicants for their interest; however only those selected for an interview will be contacted.