



## JOB OPPORTUNITY

### Payroll Technician – Co-ops

**DEPARTMENT:** Human Resources and Education  
**LOCATION:** Baie-D'Urfé  
**STATUS:** Full-time, permanent  
**POSTED:** June 15, 2022

#### **WHO WE ARE**

La Fédération des coopératives du Nouveau-Québec is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision “Atautsikut” Together—working to develop as a people, leaving none behind.

#### **SUMMARY**

As part of the Co-op payroll team, and under the supervision of the Assistant Director for Payroll, you will assist in producing the pay for the 14 cooperatives in Nunavik, as well as certain human resources responsibilities. Without being limited to this, you will also be responsible for the following tasks:

#### **RESPONSIBILITIES**

- In collaboration with the payroll coordinator and the payroll agent, produce the payroll of the 14 cooperatives: collection, entry and verification of data for the production of the payroll of approximately 750 employees within the required deadlines, vouchers and closure payroll;
- Proceed with hiring in electronic systems, do the necessary follow-up when required;
- Maintain and ensure the integrity and accuracy of employee records and information in the payroll system;
- Submit and collect student employment program forms for co-ops;
- Prepare hours worked reports for the employee discount program.
- Verify, prepare and process requests for salary advances;
- Produce records of employment (average 40/payroll);
- Make the necessary corrections to missing punches in the system;
- DAS remittance, child support, and production of accounts receivable with remittances;
- Group insurance: recruitment, enrollment, departures, conciliation of remittances and payment of invoices;
- Enter the bonuses and retroactivity;
- Send tax forms;
- Respond to all payroll inquiries (records of employment, salary confirmations, etc.);
- Keep the electronic filing system up to date (group insurance and coop pension plan);
- Production of reports for the 1% law;
- Assist in payroll software testing;
- Any other related task requested by the immediate supervisor.

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### REQUIREMENTS

- A minimum of three (3) years of relevant experience in the field;
- Good knowledge of payroll administration;
- Course on Payroll Fundamentals 1 and Payroll Compliance Legislation by the Canadian Payroll Association (an asset);
- Good knowledge of the Microsoft Office suite;
- Knowledge of labour standards (an asset);
- Organized, meticulous and attention to detail;
- Good communication and teamwork skills;
- Ability to work with tight deadlines;
- Must be able to communicate in French and English, both orally and in writing;
- Demonstrate discretion and confidentiality;
- Have the spirit of initiative.

### WORKING CONDITIONS

- Monday to Friday, 35 hours a week.

Candidates who are interested in the position may submit their resumes before **June 26, 2022**.



We thank all applicants for their interest, however, only those under consideration will be contacted.

\* This position is eligible for the employee referral program.