

PAYROLL COORDINATOR - (12998)

TO APPLY VISIT: www.iamgold.com/cotegoldcareers

Role Details

Lead in the administration and processing of wage and salary payrolls:

- Review payroll for accurateness/reasonableness before sign-off by authorized signatories.
- Process documentation from HR on new hires, changes in pay, etc.
- Act as the point of contact for all questions arising from the employees and leaders.
- Prepare payroll system change forms for payroll related items.
- Maintain employee files.
- Receive payroll input for hourly employees on a bi-weekly basis and submit for payment.
- Review payroll registers for accuracy.
- Preparation of payroll journal entries for pay run.
- Calculate outsourced salaries and prepare relevant billings.
- Update employee listings.
- Set up and maintain timesheet software.

Coordinate monthly and year end processing of reports and reconciliations:

- Monthly reporting as related to salaries and related costs.
- Year-end tax remittance processing
- Obtain clearance letters for quarterly WSIB submissions.
- Develop methods for auditing payroll processes and ensure results without errors.
- Assist with other projects as required.

Other:

- Deal with phone calls from various government agencies relating to payroll.
- Liaise with managers re employee concerns.
- Completion of information requests from various government agencies.

Qualifications

- College diploma in Administration or related field
- Canadian Payroll Certification (one year).
- Minimum of 5 years of wage and salary payroll experience.
- Experience within an industrial setting with various shift rotations.
- Basic accounting fundamentals.
- Knowledge of Ontario Employment Standards and Government related Legislation.
- Ability to process large volume of transactions
- Good knowledge of benefits
- Advanced working knowledge of all major business software programs, and a high level of proficiency with MS Office

- Good time management skills
- High attention to detail
- Knowledge of UKG Kronos and Nethris is desired.

Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.

IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.

Primary Location: Canada

*Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd PO Box 100
Gogama P0M 1W0*

Job: Operations

Organization: Cote Gold

Posting Date: September 24, 2021