



The world needs great women...it starts at The Study. Founded in 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to 390 students from Kindergarten to Grade 11.

Payroll Officer (Part-time .5 position)

Reporting directly to the Director Finance and Operations, the Payroll Officer will be responsible for all aspects relating to the preparation of the bi-weekly payroll.

Duties and Responsibilities include, but are not limited to:

- Administration of the group health plan
- Preparation of biweekly payroll
- Recording and reconciliation of employee absences and hourly timesheets for hourly employees
- Keeping accurate records of benefits, vacation, and absenteeism
- Preparation and reconciliation of year-end tax forms (Federal and Provincial)
- Preparation of records of employment and attestations of employment
- Compilation of data for various benchmarks relating to salaries and benefits
- Assisting in preparation of various reports (periodically, annually)
- Coordination of employee background verifications
- Maintenance of the personnel files

Qualifications and Experience

- Relevant certification in payroll administration
- Bilingual – English and French
- Minimum of 5 years of experience in the field of payroll
- Understanding of payroll as it applies in Quebec
- Solid working knowledge of Excel spreadsheet software
- Experience working in a school environment would be beneficial

Personal Characteristics

- Ability to work collaboratively as part of a team
- Detail-oriented in nature
- Strong organizational skills

*Letters of application and a CV, should be sent to careers@thestudy.qc.ca by **Friday, October 30, 2020**. We thank all candidates in advance. However, only those selected for an interview will be contacted.*