



## Payroll & Benefits Specialist

<b><u>Company:</u></b>	<b>Thomas, Large &amp; Singer Inc.</b>
<b><u>Location:</u></b>	<b>Markham, Ontario</b>
<b><u>Industries:</u></b>	<b>Consumer Packaged Goods, Logistics, Distribution, Private Label, Industrial Ingredients</b>
<b><u>Job Type:</u></b>	<b>Full Time</b>
<b><u>Years of Experience:</u></b>	<b>5 Years</b>
<b><u>Education Level:</u></b>	<b>University/College</b>

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### **Job Description:**

Thomas, Large & Singer Inc. (TLS) is currently seeking a **Payroll & Benefits Specialist** to join our growing team. Reporting to the HR Manager, the Payroll & Benefits Specialist will be responsible for processing full-cycle biweekly payroll services for 200+ employees. They will also be accountable for managing our benefits and pension programs end-to-end. This position will be based out of our Markham office.

### **Job Functions & Responsibilities:**

- Conduct payroll administration duties in accordance with federal and provincial laws and company policies
- Process full-cycle biweekly payroll for 200+ employees. Process payroll-related paperwork including new hiring, compensation changes, separations, transfers, personnel changes, leaves of absence, etc.
- Reconcile, administer and remit 3rd party payments; Benefits, Pension, WSIB, CNESST, EHT and garnishments ensuring legislated filings and reporting is completed within established timelines.
- Prepare month end journal entries and remittances
- Create and distribute payroll reports biweekly (time and attendance, vacation etc.)
- Process various regulatory reporting, including ROEs, employment verification requests, and new hiring reports
- Process and oversee year-end reporting, and tax forms, T4 slips, T2200s. Responsible for the reconciliation of all benefits, pension & payroll items for year-end
- Manage multiple benefits program reconciliations, administration of new and departing staff
- Manage pension program reconciliation, paperwork
- Ensure compliance with federal, provincial and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements and advising management on needed actions



- Assist with the maintenance and development of company policies and procedures related to payroll and benefits
- Communicate changes to benefits and payroll programs to managers and employees as needed. Provide assistance to staff with payroll related inquiries
- Assist with special projects as required (setting up performance management program), maintaining pay equity program/reviews. Assist with annual budgeting and planning files and yearly reconciliation
- Assist with coordinating recruitment and selection activities
- Assist with HR administration as required

#### Qualifications:

- A graduate certificate in Human Resource Management
- Knowledge and experience with ADP Workforce now software is a must
- Must have experience with payroll reconciliation, strong knowledge of accounting practices and journal entries
- Experience with processing payroll for hourly employees and managing time and attendance required
- Payroll Compliance Practitioner (PCP) certification preferred
- Achieved or be registered to achieve certification by the Human Resources Professional Association Ontario
- A minimum of 2-3 years of relevant experience in a similar position
- Strong written and verbal communication skills, with the ability to convey information in understandable terms at all levels of the organization.
- Excellent Microsoft Excel skills (VLookup, Pivot tables) as well as experience with Microsoft Office Suite of tools (Word, Power Point, Outlook)
- Travel between the Head office in Markham and the warehouse in Brampton may be required but will be minimal
- Team player – someone willing to pitch in where needed

#### What Is In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Ability to work from home 1-2 days per week.
- **Competitive compensation package** (salary & bonus). We get it – money isn't everything, but it's still a very important factor.
- **Benefits** – Health & Dental, Life Insurance, Disability Insurance, Parameds – Massage!
- **Pension Matching** (after 1 year – employees put in 5% and TLS matches with 5%)
- **Tuition and professional fees** reimbursement
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining



**To apply for this position please send your resume and salary expectations to: Rebecca Mees at [HR@tlscanada.com](mailto:HR@tlscanada.com)** We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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#### **About Thomas, Large & Singer Inc.:**

TLS ([www.tlscanada.com](http://www.tlscanada.com)) has been a preferred buy-sell distributor in the food and consumer packaged goods industry for over 100 years, providing back-office and supply chain solutions to many Canadian and international clients. The industry is relatively stable compared to the economic swings of other industries. TLS is a dynamic organization that should provide ample professional challenge. TLS currently provides services to several CPG manufacturers including Post Foods, Tata Global Beverages (Tetley), Tim Horton's, Perfetti Van Melle and many others. TLS also operates a public warehouse, Emblem Logistics, to support the distribution of our products. TLS also provides sales brokerage services to companies wishing to supply private label products to Canada's retail grocery chains.