

Payroll Administrator

Saskatoon Head Office

KINDERSLEY *transport ltd.*

A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Siemens Transportation Group Inc. requires a Payroll Administrator at their Head Office in Saskatoon.

Responsibilities

- Process union hourly payroll and salaried payroll
- Process time cards
- Process new hire and termination paperwork
- Post payroll data
- Complete monthly remittances
- Scan and file confidential documents
- Generate and analyze payroll reports - interim, deduction, earning register, etc.
- Update policies and procedures on an ongoing basis
- Process T4 year end adjustments

Qualifications

- Speed and accuracy in entering data - 60 wpm
- Attention to detail and excellent time management skills
- Understanding of general accounting (debits/credits)
- Good mathematical skills
- Excel & Microsoft Word is an asset
- Experience in the transportation industry is preferred

To apply for this position;

Mail: Corporate Head Office
Siemens Transportation Group Inc.
P.O. Box 7290
Saskatoon SK, S7K 4J2

Fax: (306) 668-5849

Email: resumes@kindersleytransport.com

***We thank you for your interest.
Only those individuals selected for an interview will be contacted.***

“An Equal Opportunity Employer”