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Lactanet is an organization providing innovative dairy herd management and genetic services to dairy farm customers and professional advisors throughout the country. Our team is comprised of 450 employees dedicated to providing services to more than 8,000 dairy farms across Canada. Lactanet provides milk recording, genetic evaluation, advisory and herd management software solutions.

## NATIONAL PAYROLL SPECIALIST

The National Payroll Specialist ensures all aspects of payroll are processed in a timely and accurate manner, and leads related special projects as needed. Reporting to Human Resources, this role is collaborative, progressive, serving approximately 450 employees located across Canada.

### Responsibilities

- Process timely & accurate multi-province biweekly payroll for multiple legal entities.
- Complete new hires, termination, change of status, rate change, etc.
- Implement and maintain employee information, including timesheet transactions.
- Audit payroll processing reports, ensuring supporting documentation, annual income/benefits statements, payroll and tax account reconciliations.
- Respond to external auditor questions as required during annual audit process.
- Prepare reports including earnings summaries, taxes, deductions, leaves, taxable and non-taxable earnings, as well as other HR/Payroll metrics.
- Collaborate with Finance to ensure that all accounts are balanced and reconciled monthly.
- Administer multiple provincial benefit and DB / DC pension plans.
- Support the documentation of all payroll and benefits procedures.
- Prepare and submit biweekly & monthly payroll related remittances (union dues, EHT, WSIB, CNESST, RPP, RRSP).
- Complete and process year end annual returns

### Requirements

- Completion of Canadian Payroll Association certification (PCP) is an asset
- Diploma or advanced studies in HR, Accounting or Business or any equivalent degree
- Minimum 3 years experience in a multi-province environment, including proficiency with union/non-union, hourly and salaried payroll
- Good knowledge of Canadian employment and payroll standards
- Good knowledge with DB/DC pension plan.
- Excellent knowledge of ADP Workforce Now
- Excellent Microsoft Office skills including very good Excel skills (advanced level)
- Tactful and discreet in dealing with sensitive and confidential information.
- Superior attention to detail with the ability to perform tasks accurately to consistently meet deadlines with minimal supervision.
- Excellent teamwork, collaboration, communication, prioritization and problem-solving skills.
- Bilingualism in French and English is mandatory

### Working Conditions

Normal office hours and remote work (hybrid formula). The candidate may have his/her main office in one of Lactanet's offices in Saint-Anne de Bellevue, Quebec or Guelph, Ontario.

### Why work at Lactanet

We are a dynamic organisation and value the well-being of our employees. We offer health and wellness programs, competitive salary and benefits (group insurance and pension plan), training and professional development opportunities, a stimulating, progressive and collaborative work environment and many other benefits....

### Apply

If you are interested and meet the above qualifications, please send a cover letter and resumé with an email subject line « National Payroll Specialist » to [careers@lactanet.ca](mailto:careers@lactanet.ca)