



Are we looking for you? Or are you looking for us? We are looking for...

## **We are Recruiting! – Payroll & HR Information Systems Specialist**

### **Location**

ICS employees work in a predominantly remote work environment, but from time to time, this position may be required to attend in our Vancouver office.

### **The Company**

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 40 years that works with national and international associations, corporations, and high-level individuals to host meetings, events & tradeshows. Become one of us because we are “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

### **The Culture**

We take pride in our people and our work and are committed to our company’s success. ICS operates in a true “team” environment - trust, support and empowerment of each other are the expectation and the norm. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients. We work in a fun and engaging environment.

### **Role Overview**

We have an exciting opportunity for a Payroll, Benefits & HR Information Systems Specialist. In this newly developed position, you will split your time between managing payroll, as well as be the internal “champion” for our HR Information System (“HRIS” or “Dayforce”), including being responsible for all data entry and reporting needs. This role will report into our Chief Finance Officer, but will also have significant interaction with our HR team and senior leadership. This is a wonderful opportunity to be a part of a dynamic and friendly team, that is focused on using technology to streamline operations and create efficiencies. There is much room for you to make your mark if you have a solid background in payroll, are a “systems thinker” and have strong Excel skills.

### **Responsibilities**

#### **Payroll & Benefits**

- Processing semi-monthly payroll via Ceridian in Canada and US
- Processing monthly payroll via external advisors in Japan and Singapore
- Review and approval of monthly payroll in Austria
- Processing all setups, changes and terminations in payroll and benefits system
- Making adjustments to payroll and benefits as advised by HR
- Processing special payments (allowances, commissions, reimbursements)

- Issuing Records of Employment and T4s
- Submit Workers Compensation Board filings and adjustments
- Employer Health Tax filings
- Create and submit Statistics Canada and other reporting as required

#### **Human Resources Information System (currently Dayforce) “Champion”**

- Process all people setups, changes and terminations in HRIS
- Setup various projects and cost codes in HRIS
- Create and abide by proper controls to ensure data integrity within our HRIS
- Develop guides and training for stakeholder use of HRIS
- Develop new reporting as requested, or as needed by leadership team
- Coordinate disbursement of regular reporting to leadership team
- Work with vendor to ensure ICS is maximizing its use of current HRIS product

#### **General**

- Work closely with HR and other departments to ensure streamlined, technology-assisted workflow
- Create systems for meticulous daily filing

## **Education, Experience & Skills Required**

#### **Education, Experience & Skills**

- 3 – 5 years of experience processing payroll
- International payroll experience is considered a plus
- Payroll certification / membership in Canadian Payroll Association is considered a plus but not a requirement
- Completion of college/university coursework in accounting, payroll and/or business management
- Experience working within a HRIS, financial software or other database system
- A strong technical and business process improvement orientation – demonstrated ability and curiosity to understand how system can best function to create efficiencies in work
- Intermediate to advanced Excel skills
- Previous data entry experience and ability to analyze and report information
- Strong proficiency in written and spoken English

#### **Qualities**

- Meticulous attention to detail and thoroughness of work
- Experience working with highly sensitive and confidential information
- A quick learner with capacity to be flexible and adaptable

### **What’s next?**

To apply for the position, please email a **Cover Letter and Resume** and anything else that will impress us to [careers@icsevents.com](mailto:careers@icsevents.com).

