



## We are Recruiting! – Payroll & Benefits Coordinator

### Location

ICS employees work in a predominantly remote work environment.

### The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations, and organizations, to host conferences, events, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world”. With over 80 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

### Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy and will not change post-COVID.

### The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solutions-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

### Role Overview

We have an exciting opportunity for a Payroll & Benefits Coordinator. In this position, you will be responsible for processing multi-jurisdictional payrolls, as well as assisting in the maintenance and accuracy of our Benefit plan. The responsibilities in this role include handling confidential information for all data entry and assisting with reporting needs. This role will report to our Human Resources and Payroll Department Head but will also have significant interaction with our HR and Accounting team. This is a wonderful opportunity to be a part of a dynamic and friendly team, that is focused on processing payroll accurately and on time.

### Key Tasks & Duties

#### Payroll & Benefits

- Processing semi-monthly payroll via Ceridian in Canada and US
- Processing monthly international payroll for Austria, Japan, and Singapore etc.
- Actioning all setups, changes and terminations in the payroll and benefits system
- Processing special payments (allowances, commissions, reimbursements)
- Issuing Records of Employment and T4s
- Support Human Resources and Payroll Department Head with all Year End activities
- Maintain systems for meticulous daily filings

- Assist with EHT and Workers Compensation reporting
- Participate in special projects as needed

#### **Human Resources Information System (currently Dayforce)**

- Process all employment setups, changes and terminations in HRIS
- Audit employee information, including entitlement balances for accuracy
- Assist with the setup various projects and cost codes in HRIS
- Abide by proper controls to ensure data integrity within our HRIS
- Assist with reporting as requested

#### **General**

- Provide assistance and support of HR functions and payroll department
- Assist with special projects as necessary
- Perform other comparable duties that are within the area of knowledge and skills as required

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

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- 1-2 years of experience processing payroll
- Experience working within a HRIS, financial software or other database application
- Proficient with Microsoft applications
- Excellent time management skills and ability to work within tight deadlines
- Demonstrated eagerness to learn and take on new challenges
- Effective communication skills and ability to exercise confidentiality
- Previous data entry experience and ability to analyze and report information
- Strong proficiency in written and spoken English
- Basic knowledge of international payroll experience is considered an asset

#### **Qualities**

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

#### **You must also be familiar and have worked with the following tools:**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required

### **The Benefits of Working at ICS**

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone.
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses.
- In addition to vacation time, employees receive a paid day off on their birthday each year.

- An excellent benefits package including Extended Health Coverage, Dental and access to our Employee and Family Assistance Program is provided after 3 months.
- Fun in-person employee get togethers each year.
- ICS prides itself in providing career development opportunities.

### What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com)