



## **Payroll & Benefits Specialist**

**Job Type:** Full Time / Permanent

**Location:** Guelph, ON / Hybrid

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Would you like to be a part of a revolution in agriculture in Canada? If so, we would love to hear from you!

At GoodLeaf Farms we are a proud Canadian company at the forefront of innovation, striving to grow food security for communities from coast to coast. We are breaking ground in an industry that is quickly proving itself to be sustainable, not only environmentally but economically and socially as well. We are focused on producing ultra-fresh greens, 365 days a year using no harsh chemicals, a carbon footprint that is just half that of a traditional farm and using less than 10% of the water traditionally used, to create a world where plants thrive!

### **Why work at GoodLeaf Farms?**

It is our commitment to provide you with the work environment and tools necessary to be successful in your role. We hope that you will find your work here rewarding, challenging, and meaningful.

- You will have the opportunity to take your career to the next level. GoodLeaf is growing and we want you to grow along with us!
- We have an entrepreneurial and inclusive spirit with the heart of a startup.
- We foster an environment of cooperation and communication.
- We have competitive compensation and benefits

Every day at GoodLeaf Farms we get to help solve the challenge of food security for communities across Canada and do it in innovative ways that inspire healthy lifestyles. We think that's exciting and the best reason of all to join us!



## **What we are looking for:**

Reporting to the People Manager (Shared Services) or their designate, this role will be part of the greater People & Development (Human Resources) team and will be responsible for compensation, administering accurate pay and benefits (health and non-health), on time to all employees, in compliance with regulatory and legislative requirements; and will support the People & Development team with various projects as required.

## **What you will be doing:**

### **Payroll**

- Process accurate and timely biweekly payroll for all employees; and off-cycle pay where required
- Maintains accuracy of payroll records of all employees including salaries and wages, car allowances, bonuses, stipends, vacation, wellness days, etc.
- Ensures accuracy of payroll system calculations of year-to-date accumulators by implementing internal controls and improvements to processes
- Issues accurate and timely Record of Employment forms and responds to Service Canada inquiries
- Assists in reviewing and reporting payroll expenses and government remittances such as workers compensation premiums and employer health taxes
- Assists in year-end reporting such as tax verification letters, T4s and T2200 issuance, and government remittance reconciliations
- Ensures tax and withholdings are being remitted properly and in line with jurisdictional regulations
- Stays abreast of compensation trends, conducts analysis, and provides guidance on compensation data where needed



## Benefits

- Ensures accuracy of all employees' premium deductions by maintaining employee profiles and consistent review of benefits invoices and reporting
- Maintains accuracy of all employee benefits profiles in benefits portal including changes in coverage and policy members
- Reviews and reconciles multiple benefit policies and employee benefit premiums against payroll reporting
- Assists in annual benefit policy changes or renewals including review of rates and coverages

## Overall Compensation

- Partners with Finance in ensuring internal payroll and benefits reporting is accurate and timely
- Partners with People and Finance in maintaining and implementing internal controls in the various payroll and benefits system(s)
- Assists in year-end audit activities including document and data requests
- Partners with the People & Development team in responding to employee compensation inquiries
- Supports People & Development team with projects as required
- All other duties as assigned

## Must have's:

- Must have a minimum of 4 years' prior experience in payroll administration for Canada, with ADP experience preferred
- Previous experience in multiple provincial workplace injury boards is an asset
- Strong knowledge in multiple provincial employment tax regulations and legislations
- Payroll Compliance Professional or working towards



- Intermediate to expert level computer skills, particularly with Microsoft Office suite (ie. Excel)
- High attention to detail and accuracy
- Can manage time effectively and is reliable
- Demonstrated experience working collaboratively in a team setting but works well without supervision
- Strong communication and effective in partnering with other departments, with fluency in French preferred
- Sense of urgency and bias toward action
- High initiative and adaptability

GoodLeaf Farms is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at GoodLeaf Farms are based on business needs, job requirements and individual qualifications, without regard to race, colour, age, religion, sex, sexual orientation, gender identity, national origin, or disability status.