



**asco**  
CONSTRUCTION

## EMPLOYMENT OPPORTUNITY

**Position:** Payroll Specialist  
**Job type:** Permanent full-time  
**Location:** Eastern Ontario

ASCO's Payroll Specialist is responsible for collecting and reviewing employee information and working hours, calculate wages, prepare and process employee payments and manage payroll remittances to government and union authorities in a timely manner. In addition to maintaining accurate employee records, the Payroll Specialist may be called upon to perform other accounting related tasks such as data entry for accounts payable.

Some of the Payroll Specialist responsibilities include:

- Collecting timesheet data and payroll information
- Entering data into payroll and administrative databases and software programs
- Calculating wages, benefits, tax deductions, commissions, etc.
- Preparing and processing paychecks and direct deposits
- Maintaining accurate records of payroll documentation and transactions
- Preparing and distributing payroll stubs
- Responding to payroll-related inquiries and resolving concerns
- Performing account balance and payroll reconciliations
- Preparing periodic payroll reports for review by management
- Preparing and paying recurring payroll remittance dues to unions and governments
- Assist with other accounting functions including payables and receivables.

Candidates should have:

- At least three (3) years' experience in payroll data entry and management
- At least a high school diploma but preferably a post-secondary diploma in Business, Payroll or Accounting related field
- Demonstrated experience in the preparation and reconciliation of recurring payroll remittances
- Working knowledge of basic accounting principles
- Working knowledge of accounting / payroll software
- Have excellent communication skills in English and in French (oral and written)
- Demonstrated ability to meet tight deadlines and be detailed oriented in a fast-paced environment
- Superior working knowledge of MS Office suite, including Word, Excel, and Outlook.

## Employment Benefits

- Competitive employee compensation
- Health, Dental, Vision and Disability benefits program
- Employee Family Assistance Program
- Matching RRSP program
- Profit sharing
- Performance and merit-based recognition
- On the job training
- Health and Wellness (flexible hours, working from home opportunities)
- Education reimbursement program
- Professional and career development opportunities

To apply or to obtain more details on this position, please submit your resume to:

[hr@ascoconstruction.com](mailto:hr@ascoconstruction.com)

*ASCO is an Inclusive and Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. ASCO does not discriminate in employment opportunities or practices based on race, colour, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by country, regional or local law.*

*We are committed to providing diversity and accommodation for applicants upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We wish to thank all applicants for their interest but regret that only those selected for an interview will be contacted.*

## About ASCO

ASCO Construction Ltd is a privately-owned family-oriented construction services and solutions provider serving the Canadian construction and renovation market. In 2018, ASCO celebrated 30 years of successful operations with a solid track record of completed projects in the Industrial, Commercial, Institutional and Heavy Civil market segments. We safely deliver projects valued between \$1mm and \$75mm with primary focus in the healthcare, educational, recreational, and water & wastewater sectors.

At ASCO, our core values drive how we do business and how we interact with our employees, business partners, customers, and the community in which we operate. Our people are passionate about construction and about providing cost effective solutions. We love building things that matters, and we love challenges. We are innovative and creative in our initiatives. We do the job right the first time and exceed expectations while respecting agreed upon timelines.

The strength of our team lies in the combined experience and expertise of our people. We are awesome with each other and accountable to one another. We approach every business relationship as a partnership. Our priority is to safely deliver safe construction projects while creating value for our customers and maintaining long term business relationships with all our partners.

Please visit our website at [www.ascoconstruction.com](http://www.ascoconstruction.com) for more information on our growing company.