



KAWARTHA DOWNS LIMITED

1382 County Road #28 Fraserville, Ontario K0L 1V0

Phone: (705) 939-8881 Fax: (705) 939-6342

Kawartha Downs Limited in Fraserville, ON is seeking an individual to fill our Payroll/Accounts Receivable Administrator position. This is a permanent full-time non-union position within the company.

The successful candidate will have –

- Excellent organizational and time management skills
- Attention to detail and a high degree of accuracy
- Strong analytical/problem solving skills
- Excellent interpersonal and communication skills
- Ability to handle sensitive and confidential information in a professional manner
- Proficient keyboarding and data entry skills
- Demonstrated ability to work within a team as well as independently

Key Responsibilities

- Processing of a bi-weekly payroll for union and non-union, salaried and hourly employees
- Administer benefits and pension plans for union and non-union employees
- Invoice customers and process payments
- Reconcile various General Ledger accounts on a monthly basis
- Prepare and submit WSIB reports and premiums on a monthly basis
- Providing assistance to Accounts Payable, including processing creditor payments, matching invoices to purchase orders, verifying goods received (quantity and price), investigating discrepancies, and data input.
- Providing clerical and administrative support and other duties as required

Qualifications

- Post-secondary education in a related field (Business, Accounting, Finance)
- Experience with ADP WORKFORCE NOW considered an asset
- Working knowledge of Quickbooks
- Working knowledge of Microsoft Excel and Word
- Knowledge of payroll concepts, practices and procedures

Salary is commensurate with experience.

Please forward your cover letter and resume to cweir@kawarthadowns.com by September 30, 2017