



ARMOUR GROUP

ESTABLISHED 1972

Strong work ethic. Detail Oriented. Problem Solver.
Does this sound like you? If so, this position may be for you.

The Armour Group Limited is one of the leading hospitality, development and construction companies in Atlantic Canada. With its dedicated team of professionals, The Armour Group Limited continues a proud history of creating a sense of place in Nova Scotia – carefully designing, developing, constructing and operating some of our region’s most iconic buildings. With more than 50 years of history locally, this family-owned firm remains committed to a principled approach to development, ensuring that our buildings are environmentally sustainable and integrated into the communities they serve. If you share our values and would like to work with skilled professionals, Armour is presently seeking a **Payroll Manager** to join our growing team from our downtown Halifax location.

The Payroll Manager will be responsible for delivery of payroll services to all employees. This individual is responsible for the timely and accurate submission and processing of payroll, while ensuring payroll best practice and compliance with Canadian legislation. This position oversees the Payroll and Benefits Administrator.

As Payroll Manager, you will:

- Oversee the processing of payroll for each of the Company’s divisions;
- Analyze and audit payroll transactions and time data prior to processing;
- Be a client-focused service provider by resolving issues and answering payroll-related questions in a timely manner;
- Update payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers;
- Oversee the administration of employee benefit plans including health, dental, insurance and RRSP programs;
- Review and reconcile remittances on a monthly basis;
- Review system-generated general ledger reports and re-code or adjust the system calculation where necessary;
- Enhance labour cost reporting for the Company’s hospitality division and develop weekly labour cost reporting programs;
- Review changes to payroll records such as new hires, new job titles, departmental transfers and other changes for accuracy and file completeness;
- Become a Ceridian Dayforce superuser and be a resource for any training or user issues encountered;
- Oversee and track WCB reporting;
- Oversee the administration of employee programs;

- Collaborate with Human Resources and Accounting teams; and
- Supervise and coach the Payroll and Benefits Administrator.

What we're looking for:

- Must have over 5 years experience in payroll and knowledge of Canadian Payroll Practices and related legislation.
- PCP Certification from Canadian Payroll Association is an asset.
- Experience with Ceridian Dayforce is an asset.
- Effective communication and relationship building skills.
- A commitment to confidentiality.
- Effective organizational and time management skills with a focus on achieving deadlines
- Prior experience in the following industries is considered an asset: hospitality, construction, leasing, property management.

What's in it for you?

- Comprehensive Health and Dental Benefits
- Employer RRSP program
- Paid vacation days
- Paid sick days
- Employee Assistance Program
- Continuing education support
- Discounts at selected Queens Marque restaurants
- Access to on-site fitness facilities
- Opportunity for internal career growth
- Working along side a collaborative team of likeminded individuals

The Armour Group Limited is a family business valuing a commitment to excellence, high performance, accountability, integrity, and teamwork. We are looking for diligent people to join our team who share our values, work ethic and passion for building community. We offer RRSP's, extended health benefits, and a bonus potential.

Qualified applicants are invited to submit their resume and cover letter to hr@armourgroup.com. The Armour Group Limited is an equal opportunity employer.

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