



**COLDSTREAM**  
— C L E A R —  
**DISTILLERY**

***Payroll Administrator***

**Job Summary:**

The Payroll Administrator at Coldstream Clear Distillery is responsible for the full employment cycle of our team members. Ensuring accurate employee set up, verifying hours & process of payroll. Ensuring all data is recorded accurately and efficiently. Proactive milestone identification and facilitation of appropriate processes.

You must be passionate about the beverage alcohol industry and share our enthusiasm to make the best tasting spirits and the most memorable experiences! In this role you will be part of Nova Scotia's largest craft distillery and embracing the businesses foundational values.

**Job Requirements:**

- Incredible attention to detail
- Interpersonal and Communication skills (phone, email, video chat)
- Time management and organization
- Initiative & CAN DO approach
- Proficient in Microsoft Office with intermediate Excel – fluent in manipulating data in multiple forms
- Understanding of payroll processes, and payroll compliance
- Working knowledge of payroll systems

**Job Duties and Responsibilities: (Additional duties may be assigned)**

- Ensure attendance records are updated with appropriate approvals (including vacation) for processing bi-weekly payroll for both hourly and salary employees
- Check payroll information for accuracy and ensure all relevant paperwork is in order
- Coordinate with Sr Leaders regarding changes in payroll (eg termination, new hires, pay rate changes etc.)
- Process tax forms and ROEs
- Process other financial compensation or deductions (bonus pay, expenses etc.)
- Answer employee questions about salaries and payments
- Calculate taxable benefits (health, car etc.)
- Calculate statutory holiday pay in compliance with NS/NFLD labour laws
- Calculate monthly WCB remittance
- Enter payroll transactions into accounting system
- Payroll reporting as requested by management
- Benefit enrollment, administration, communications and transactions
- Maintain employee files
- Maintain training certifications (records)
- General data entry
- Ad-hoc reporting as per management requests

**Education and Experience:**

- Business Administration Diploma or degree from a recognized institution or,
- Equivalent Experience
- Payroll Level 1 (asset)

**Additional Details:**

Role Based in Truro, Nova Scotia. Reports to Controller. Monday – Friday, Hourly, 20-35 hrs per week. Wage dependent on experience. Health benefits available. Email [jobs@coldstreamclear.com](mailto:jobs@coldstreamclear.com) with cover letter and resume to apply.