



Payroll Technician – Montreal Permanent position

Reporting to the Director, Human Resources and Administration, the Payroll Technician will act as a resource person within the company for all payroll related needs and requests.

PRIMARY RESPONSIBILITIES

- Ensure the bi-monthly preparation, processing, analysis and transfer of payroll for all company employees (± 100) across Canada, the United States and the United Kingdom;
- Act as a resource person for employees and managers on issues related to payroll and its application;
- Process enrolment / changes to employee group insurance and pension plans;
- Maintain up-to-date employee files;
- Follow-up on time sheets (for billing purposes only);
- Ensure compliance with payroll standards / laws / regulations;
- Produce records of employment during maternity / paternity / parental leave and termination;
- Ensure the proper functioning of the various programs related to payroll (bonuses, shares, etc.);
- Produce year-end reports and tax forms (T4, Relevés 1, NR4, T5, Relevés 3, etc.);
- Produce the required administrative documents (letters, reports, tables, etc.);
- Collect data related to the law promoting the development and recognition of workforce skills (Bill 90);
- See to the improvement of the processes related to its function;
- Participate in various special projects as needed.

PROFESSIONAL REQUIREMENTS

- Hold a College Studies Diploma in administration or equivalent;
- Hold the certification from the National Payroll Institute (an asset);
- Have 5 years' experience in a similar position.

KNOWLEDGE & SKILLS

- In-depth knowledge of payroll management;
- Ability to analyze and synthesize;
- Human and collaborative approach;
- Excellent sense of responsibility, organization and priority management;
- Initiative, resourcefulness, thoroughness and discretion;
- Willingness to learn and develop;
- Good computer skills: mastery of the MS-Office suite including Excel at the intermediate level and Adobe Acrobat;
- Knowledge of ADP WorkForce Now software (an asset);
- Experience in a multi-site environment;
- Bilingualism (written and spoken) (French and English).

Created in 2008, Axiom Infrastructure is an independent employee-owned fund manager dedicated to investing in the infrastructure sector. With over 80 employees, the firm benefits from the extensive infrastructure backgrounds of its team of professionals who have gained, over their career, significant experience acquiring, developing, financing, operating, and managing infrastructure assets. Axiom's investment strategy focuses on core infrastructure assets with an active approach to operations and asset management and integration of strong environmental, social and governance ('ESG') principles. Over the years, the firm has built a diversified portfolio of over 170 assets and today has over \$8 billion of assets under management.

Axiom Infrastructure offers a dynamic, respectful, and collaborative work environment in its three offices located in the core of the financial districts of Montreal, Toronto, New York and soon London. The firm also strongly believes in upholding ESG principles and is focused on providing employees a sustainability-oriented workplace. A full benefit package is offered to permanent employees: insurance, pension plan, flexible hours, remote work (2 days a week), reimbursement of monthly public transportation passes, physical activity program and much more!

To submit your application, you can visit our Career page on our website: [Careers – Axiom Infrastructure](#) or send an email to cv@axiuminfra.com.

If you are selected for an interview, we will contact you within 2 weeks of your application.