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**MARINE ATLANTIC**

At Marine Atlantic, we need people like you to create moments like this.

## Financial Analyst – Payroll 3 Year Term

At Marine Atlantic, we do so much more than get people from point A to point B. Whether it's reunions, long-awaited trips home, or the start of a new adventure, we bring people together. We couldn't bring people together every day without our own dedicated employees. Our employees embody our core values; they are safety oriented team-players who exhibit integrity and commitment, and always strive for excellence. Their understanding and commitment to our values make our employees an invaluable part of our organization.

Marine Atlantic is looking for a **Financial Analyst – Payroll** to join our Payroll Department team for a three year term position. The work location for this position is Port aux Basques, NL.

The primary mission of the Payroll department is to ensure that all employees receive the appropriate wages in a timely fashion. Marine Atlantic Inc.'s Payroll Department processes six distinct payrolls for over 1300 employees spread over six bargaining units and non-union groups for vessel and shore based workplaces.

The Payroll Department acts as a service department to other areas of the company, especially the employees. The Payroll Department provides company management with detailed analysis of labour, severance liabilities, vacation liabilities, payroll listings, bank balance reports, and other payroll related information on an ad hoc and regular distribution basis.

Reporting directly to the Payroll Manager, this position will assume the majority of the analytical activities relating to support of the payroll function currently being performed by the Payroll Manager, while also providing information as required for internal and external customers. Secondary responsibilities for this position will be to support and assist the Enterprise Resource Planning (ERP) implementation and post go-live period.

### Other Areas of Responsibility:

- Assist Payroll Manager with daily problem solving and analysis of payroll related issues
- Perform ad hoc queries, produce ad hoc excel reports, and upload data files required for core payroll processing
- Perform system process audits to ensure accurate account reconciliations
- Perform and review payroll related account reconciliations
- Audit and maintain employee leave banks
- Promote a safe working environment, address unsafe work practices, and record required information accordingly



## EDUCATION AND WORK EXPERIENCE

Business Administration Degree or College Diploma with a Concentration in Accounting  
AND

At least 3 to 5 years of work experience in a related position  
OR

A combination of equivalent education, job-related training, and work experience in a related position.

## QUALIFICATIONS

### Essential

- Must have strong knowledge of payroll and accounting principles, as well as government legislation and employment standards
- Ability to use specialized systems and applications
- Ability to analyze and resolve complex issues or problems
- High level of proficiency in Microsoft Excel
- Proficiency in Microsoft Office products: Word, Outlook, and Power Point

### Assets

- Either have or working towards an accounting or payroll designation
- Excellent interpersonal and communication skills and work effectively in a team environment
- Ability to manage own work plan while respecting all deadlines; including skills in organization, prioritization and multi-tasking
- Detail oriented, well organized and a demonstrated ability to function effectively with a high degree of interdependence and autonomy

### How to apply:

If you have the ambition to make a difference and you meet the above requirements, please apply on line before **4 pm (Atlantic Time) on 30 March 2017.**

**All applicants must apply on:**

[Apply Online](#)

**Please note:** For your application to be considered, all sections and questions must be completed.

Marine Atlantic is a Federal Crown Corporation that provides a vital ferry service link between Newfoundland and Labrador and mainland Canada.

### Why Marine Atlantic?

We are dedicated to creating an environment which promotes employee growth, career development, and job satisfaction. Some benefits of working with Marine Atlantic include competitive salaries, defined benefit pension plan, comprehensive health benefit packages, and professional development opportunities. Come experience the pride of working with an organization with newly constructed and revitalized infrastructure that has positioned itself for the future.

### Important Information:

Marine Atlantic Inc. is committed to Employment Equity, Diversity, and Inclusion and invites applications from Women, Aboriginal People, Persons with Disabilities, and Visible Minorities.

To receive this job poster in an alternative format or to discuss alternate ways of completing the online application, please contact the Marine Atlantic Human Resources Department ([recruiting@marine-atlantic.ca](mailto:recruiting@marine-atlantic.ca)).

