



May 25, 2010

**Pay Master
Hilton Montreal Bonaventure
Full-time, Permanent**

ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!

What's In It for You?

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

Objective:

To prepare the payroll for all employees by maintaining all functions / processes and processing adjustments as necessary. To manage benefits and work compensation.

Duties & Responsibilities:

Prepares the payroll in a timely and accurate manner

- Verifies the accuracy of all time clock punches and overtime calculations
- Tallies and records tip slips for service employees and insures minimum wage compliance
- Prepares the banquet service charge distribution and reconciles to the income audit
- Insures proper position categorization of all new hires
- Submits required check requests for taxes, levies, garnishments, savings bonds, union dues, pension, etc
- Prepares daily payroll report and distributes to management.

Maintains a working knowledge of provincial and federal wage and hour laws as well as union contracts (as applicable)

Performs audits of the completed payroll register each pay period

- Verifies the accuracy of the output to the various input backup
- Reconciles the payroll reports for period end entries

Performs alternating audits of departmental payroll records

- Verifies that all time clock procedures are properly followed
- Verifies that all computations are calculated accurately
- Submits results to appropriate department head and executive committee for review

Completes the forms for accident of work (CSST)

- Does the paper works
- Ensures light duties work is available and encourages
- Works with the Director of HR, consultants and attorneys to debate the cases

Assists HR

- Coordinates collective insurance and R.R.S.P.
- Follows up on Bill 90
- Supports employees, such as employee request, employee files, letters, increase of salary, sorting checks, etc



Reconciles monthly reports including pension reports and union dues billing and union insurance (as applicable)

Prepares all necessary period end entries

Maintains all necessary analysis pertaining to payroll; vacation accrual, tip variance, etc.

Preferred Education & Qualifications:

- University Degree or College Diploma or Certificate in Accounting
- Hospitality experience preferred
- Flexible and energetic with the ability to work under pressure
- Must have experience with Microsoft Word, and Excel
- Ability to prioritize with strong data entry, analytical and communication skills
- Able to read and write in both official languages
- Experience working in a unionized environment

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you! **Apply via email or fax:**

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www.silverbirchhotels.com

Le Hilton Montréal Bonaventure souscrit volontairement au principe de l'équité en matière d'emploi selon la Charte des droits et libertés de la personne pour les femmes, les minorités visibles, les autochtones, et les personnes handicapées.

La forme masculine utilisée dans ce texte désigne aussi bien les femmes que les hommes