

Company Name

Pinnacle

Company Address

390 Graham Avenue
Winnipeg, Manitoba R3C 0L4
Canada
[Map It](#)

Job Title

French Bilingual Payroll Assistant

Job Description

BILINGUAL PAYROLL ASSISTANT (WINNIPEG, MANITOBA)

Are you ready to work for a leading Canadian retailer? Do you enjoy working with a variety of people? As the Bilingual Payroll Assistant, you will assist the Payroll Supervisor with various payroll and accounting tasks. If you are a self-starting multi-tasker with strong time management skills, we want to hear from you!

WHAT YOU WILL DO

- * Enter payroll data into the system
- * Update and verify payroll transactions entered
- * Prepare Microsoft Excel templates for submission
- * Complete various reconciliations and prepare monthly benefits bills
- * Scan and file general documents
- * Verify accuracy of all payroll-related data
- * Complete other related duties as required

MUST HAVES

- * 1+ year of data entry and office support experience
- * Post-secondary education in accounting
- * Advanced knowledge of Microsoft Excel
- * Fluency in French and English languages (verbal and written)
- * Excellent communication skills; proven ability to work independently and with a team
- * Some payroll and/or accounting experience is preferred; multi-provincial payroll experience would be an asset
- * Experience with Workday financial management software would be an asset

APPLY NOW

Please send a resume to Lillian Goossen at lillian@accountantsnow.jobs

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