

 <b>GREYSTONE</b> ENERGY SYSTEMS INC		<b>JOB DESCRIPTION</b>		<b>CONTROLLED DOCUMENT</b>		
				Doc. Type	Doc #	Doc Rev.
				HR		
<b>Department:</b>	<b>FINANCE</b>	<b>Group:</b>	<b>FINANCE</b>			
<b>Job Title:</b>	<b>PAYROLL &amp; ACCOUNTING CLERK</b>	<b>Issue Date:</b>	<b>JUNE 1, 2025</b>			

## Objective & Purpose

The primary responsibilities are to complete the bi-weekly payroll processing activity using the electronic time-keeping application for Canadian employees. The candidate will also execute payrolls for all other employee groups based on specific payroll schedules. Additionally, this role will support the accounting department by assisting in a variety of accounting and clerical functions to support smooth financial and administrative operations and to provide back-up to reception as needed.

## Principle Duties & Responsibilities

- Process bi-weekly Canadian payroll using ADP Workforce Now.
- Process monthly and semi-monthly payroll for U.S. and International employees
- Maintain accurate and up-to-date payroll records, including new hires, terminations, changes in pay rates, and employee information.
- Maintain payroll records, trackers and benefit reconciliations.
- Support employees with online ADP access and troubleshoot issues or liaise with ADP for payroll issue resolution.
- Collaborate with Human Resources to ensure seamless information flow.
- Prepare and submit regulatory and statutory compliance payroll reports to the relevant authorities and periodic payroll data analytics as requested by the management.
- Stay up to date with federal and provincial payroll regulations and ensure compliance.
- Perform accounts receivable functions:
  - Send customer invoices and monthly statements
  - Monitor accounts receivable inbox and respond to inquiries
  - Release daily orders in the system.
- Perform Accounts Payable functions:
  - Process and post expense reports and freight invoices
  - Set up and manage wire payments for approval in the bank portal.
- Act as secondary back-up for front desk coverage when needed.
- Perform other related duties as assigned.

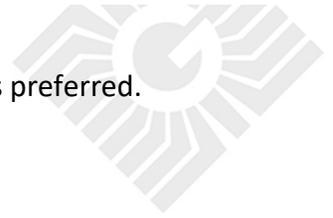
## Management

- The Controller

## Education, Training & Experience

- Post-secondary education in accounting and payroll, or related field.
- Proficiency in ADP payroll software and Syspro ERP system is preferred.
- 1–2 years of proven experience as a Payroll Clerk or in a similar payroll processing role is preferred.





- Previous Exposure to Accounts Payable and Accounts Receivable clerical works is preferred.
- Strong understanding of payroll principles and practices.
- Familiarity with HR functions considered an asset.
- CPA (Canadian Payroll Association) certification is an asset.

### **Skills and Competency Requirements**

- Strong attention to detail and accuracy.
- Ability to manage confidential information with professionalism.
- Excellent time management and ability to meet deadlines.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office Suite especially Excel.
- Strong problem-solving skills and sound judgment.
- Comfortable working in a collaborative team environment.
- Solid math and analytical skills.

At Greystone Energy Systems, we believe that diversity drives business success. We are dedicated to fostering an inclusive workplace that celebrates differences and promotes equity. We welcome applications from people of all races, ethnicities, genders, ages, religions, abilities, and sexual orientations. We strongly encourage applications from women, minorities, and individuals with disabilities.

### **Join us in building a diverse and inclusive team!**

Only those who will be considered for the next step of the application process will be contacted.

