



Job Opening- Payroll Clerk

Job ID:M4-2024-IT22

Payroll Clerk

Job Overview:

Method4(“M4”) Engineering Inc. is a dynamic Canadian company with offices in Guyana and Canada. Method4 provides a wide range of Engineering and Construction services for clients in the power utility, renewable and Oil and Gas sectors. Method4 is looking a highly motivated payroll clerk to join our accounting department on a fulltime basis in Canada. The successful candidate will be working process payroll per CRA regulations for M4 employees in Canada on a bi- weekly basis. This successful candidate must have excellent language skills and will be required to work in a team with 50 + employees to help develop and perform payroll and book keeping process using quickbooks. Candidate will be expected to work fulltime hours from 9:30am Mon-Friday at minimum, overtime is paid after 40hrs. Work location is in Calgary, AB, Canada.

Requirements for the Role:

- 1) Must have a diploman
- 2) Min 3 years Experience in Canadian Payroll system
- 3) Must have good English language skills.
- 4) Detail oriented, Motivated with strong leadership qualities.
- 5) Must know quickbooks software

Responsibilities:

- Process payroll in Canada , perform payroll calculations that are compliant to CRA.
- Bookkeeping
- Receipts/expense filing
- Prepare year end tax filing supporting documents



Job Opening- Payroll Clerk

Job ID:M4-2024-IT22

Start Date:

July, 25

Deadline to Apply:

Ongoing.

How to Apply:

Please send CV to:

- 1) careers@Method4Engineering.com

Company Details:

Please see link:

www.Method4engineering.com

Compensation:

- Salary to be negotiated,
- Full medical benefits.
- Relocation package assistance.
- Work Permit application will be done by Method4.
- Housing and living out allowance