



JOB OFFER

For nearly 30 years, NEAS Group has stood out by contributing to the sustainable economic development of Northern populations and communities. The company offers distinctive maritime services, supported by its fleet, top-tier cargo service offerings, and 300 highly skilled, professional employees committed to customer satisfaction.

Paymaster – Montréal

We are looking for a Paymaster, a strategic leader in payroll at NEAS. As a true technical expert, you will ensure legal and contractual compliance, optimize processes for greater efficiency and reliability, and safeguard the integrity of employee records.

Key Responsibilities

Full Payroll Cycle Management

- Manage the complete payroll cycle for all employees in collaboration with the Finance Department.
- Make required adjustments (salary increases, insurance contributions, seafarer-specific compensations, etc.).
- Calculate and process payments due upon termination or cessation of employment in compliance with applicable laws.
- Manage deductions and withholdings according to scheduled deadlines.
- Prepare and submit periodic remittances to third parties (insurance providers, government agencies, etc.).
- Oversee the annual payroll cycle, including tax slips, year-end reports, and reconciliations.
- Participate in monthly and annual payroll accounting closings.
- Implement, document, and maintain robust internal controls to ensure accuracy, compliance, and prevent errors or fraud.
- Monitor legislative changes and recommend improvements to payroll practices and processes.

Employee Record Administration and Management

- Create and maintain employee profiles in payroll and HR systems.
- Prepare legally required documents within prescribed deadlines.
- Calculate, update, and monitor various accrual banks (vacation, accumulated time, etc.).
- Update rates and amounts related to public programs and employee benefits.
- Produce and analyze payroll reports and registers.
- Submit payroll declarations to CNEST and provide required information to Nunavut authorities, considering regulatory specifics.
- Integrate applicable legislative and regulatory changes affecting payroll and benefits.

Supervision and Technical Support

- Supervise, coach, and support the Payroll and HR Technician on a daily basis.
- Train and guide staff in using payroll systems and HR procedures.
- Serve as a point of contact for managers and employees regarding payroll and benefits questions.
- Prepare documentation required for internal or external audits.
- Conduct analyses of payroll costs, trends, and benefits usage to support decision-making.

Other Responsibilities

- Participate in various organizational or process optimization projects.
- Perform other tasks related to the role as required.



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Skills and qualities sought

- Deep expertise in payroll and benefits management in an autonomous role.
- Excellent knowledge of applicable laws and regulations (payroll, CNESST, government programs).
- Proficiency in payroll software (Employeur D – an asset).
- Proficient in Excel at an intermediate level.
- Proven ability to supervise, coach, and train staff.
- Rigour, autonomy, and strong organizational skills.
- Ability to manage multiple tasks simultaneously and meet tight deadlines.
- Strong analytical skills and commitment to continuous improvement.
- Discretion and exemplary respect for confidentiality.
- Excellent communication skills in both French and English.

Education and experience

- Bachelor's degree in human resources, accounting or a related field (an asset).
- 5 to 10 years of experience in payroll and benefits in an autonomous role.
- Canadian Payroll Association certification (an asset).
- Fluent French; functional English*.

Working conditions

- Full-time position.
- Based in Montreal, hybrid role with occasional travel to Bécancour.
- Occasional availability required during peak periods (end of year, audits, etc.).

Why join NEAS?

- Beautiful riverside location in Montreal, near the South Shore.
- Competitive compensation and annual bonus program.
- Work-life balance: combination of on-site and remote work.
- Benefits: excellent group insurance, competitive retirement plan, employee and family assistance program, telemedicine, etc.
- Public transit reimbursement or free parking.
- Continuous training opportunities as part of your role.
- Contribution to a workplace fitness program.

How to apply

Send your CV and cover letter to jobs@neas.ca with " **Paymaster Application** " in the subject line.

** English is essential for communicating with certain Canadian and international partners; French remains the primary working language.*