POSITION: Payroll & Office Administration

EMPLOYMENT: Employment Contract - 12 to 15 Months, Full Time (paid holidays and vacation).

LOCATION: Blockhouse, Nova Scotia

APPLICATION CLOSING DATE: October 23, 2026

WestFor Management Inc. conducts Forest Management operations throughout Western, Nova Scotia. We are currently seeking an experienced Payroll & Office Administrator to join our team, assisting our Controller with Payroll, AP, AR and various other related responsibilities including administering our Contractor Administrative Compliance requirements.

Our ideal candidate has solid payroll and bookkeeping/accounting experience, related education, excellent organization skills and above average attention to detail. You are a practical and pragmatic professional who is confident in your ability to use technology to improve how things get done, rather than just maintain them. You have experience with Sage or QuickBooks accounting system(s) and are an advanced user of Microsoft Office, particularly Excel. You are a dependable, punctual and self-motivated multi-tasker, who is keen to learn and able to think outside the box. You are comfortable and confident in a business environment, and your goal is to grow into advanced positions in a business and accounting capacity, and you are willing to climb the ladder by stepping on the rungs required to advance your career.

Responsibilities

- Preparation, entry and processing WestFor staff and Contractor weekly payroll.
- Ensure compliance with Federal and Provincial payroll regulations.
- Maintain accurate payroll records, update various spreadsheets, databases, and systems.
- Post and reconcile payroll journal entries, accounts payable invoices, and receivable statements.
- Timely and professional communication with co-workers, contractors, and WestFor shareholder mills.
- Participate in Operations meetings and manage weekly harvest block setups and tracking as required.
- Prepare and generate payroll and various data reports as required.
- Administer the Contractor Safety & Insurance program, ensuring WestFor contractor qualifications/certifications are current, and records/files are updated.
- Conduct various office admin tasks such as maintaining accounting files, ordering supplies, office errands, as required.
- Take on new projects as assigned by the Controller or General Manager.

Qualifications and Skills

- Bachelor level education is preferred, with a focus on Business Administration and/or Finance and Accounting.
- Proficiency in payroll and bookkeeping/accounting including AP, AR, journals, reconciliation, etc.
- Knowledge of Canadian/Nova Scotia payroll legislation, NS WCB, and experience with payroll systems (ADP Team Pay considered an asset).
- High competency with Microsoft Office, particularly Microsoft Excel, and experience working with large data tables.
- Experience with accounting software is required (Sage experience is preferred).
- Exceptional organizational and time management skills, with keen attention to detail and accuracy.
- Strong troubleshooting, problem solving, and process improvement skills.
- Ability to work efficiently with third parties and co-workers, sourcing information and responding to inquiries.
- Professionalism and discretion when handling confidential information.
- Valid class 5 driver’s license and vehicle.

Potential for Growth

While this is initially a fixed-term contract covering a temporary absence, our team is growing. For the right candidate, there is a strong possibility of contract extension or transition into a permanent role based on organizational needs and individual performance.

To Apply

- Please submit a **cover letter and resume in PDF format**, clearly stating your qualifications and how you meet the position requirements, as well as how this position meets your future career objectives.
- Please note, only candidates selected for interviews will be contacted.

Email your application to: Jobs@WestFor.org