



Payroll Specialist

Thunder Bay, Ontario

Orla Mining is striving to be the emerging gold producer of choice with a geographically diversified asset base, a prospective development and exploration portfolio, an experienced management team with a successful track record, and a high-quality board and shareholder base.

Orla operates the Camino Rojo Oxide Gold Mine, a gold and silver open-pit heap leach mine, located in Zacatecas State, Central Mexico. This low-cost operation is 100% owned by Orla, covers over 139,000 hectares, and includes a large sulphide mineral endowment located beneath the oxide resources. We are also advancing permitting and development on our South Railroad Project, a feasibility-stage, open-pit heap leach project located on the prolific Carlin trend in Nevada. This project is part of our larger South Carlin Complex which includes a prospective land package. We recently acquired the Musselwhite Mine located in Northern Ontario on Lake Opapimiskaan, a gold mine with more than 25 years of operating history. The addition of Musselwhite has allowed Orla to more than double our gold production and provide a strategic entry into a Tier 1 mining jurisdiction. The Musselwhite Mine is highly prospective with potential to expand resources and mine life for years to come.

Orla is building a legacy of excellence, respect and sustainable value through responsible gold mining. We are striving to create a net positive benefit for all and leaving a legacy beyond the life of our mines. We do this through building and operating high quality mines supported and led by an experienced team. We are custodians of the assets we run and the environments in which we operate, and we are committed to fostering a culture of excellence, care, and respect.

Purpose

We are recruiting a Payroll Specialist to join our Finance team in our Thunder Bay, Ontario office. This role is responsible for providing reliable, responsive, accurate, and timely payroll service in support of compensation, benefits, payroll tax, and reporting services. This position also liaises with internal and external stakeholders on matters including but not limited to; wages, benefits and pension plans, reporting, and software issues.

Responsibilities include:

- Process semi-monthly, special payrolls, and year-end payrolls in a timely and accurate manner using ADP.
- Responsible for all aspects of an employee's pay, from induction to departure.
- Accurately process changes forwarded by HR, while ensuring adherence to all relevant policies and procedures, permits, and regulations.
- Verify payroll data for accuracy and ensure completion of payrolls by deadlines.
- Responsible for balancing earnings and deductions totals, inspecting automated system outputs such as registers and standard reports, determining and correcting out-of-balance conditions.
- Transmits direct deposit file to the bank, resolves incomplete transactions, including rejected funds and other processing problems. Process and monitor garnishment orders.
- Responsible for generating and posting journal entries. Liaise with Finance on GL reconciliation issues and mapping.
- Prepare, submit, and file tax/premium reports to government agencies and internal/external reporting to 3rd party vendors. Assist with year end reconciliation and tax reporting.
- Prepares Record of Employment (ROE) according to current Service Canada Instructions and legislation
- Responsible for issuing and distributing annual T4 tax forms, and all year end reporting.
- Maintain detailed records and documentation for audit purposes.
- Participate in payroll projects, develop and maintain payroll procedures.
- Conduct payroll reconciliations, troubleshoot issues, and provide immediate responses to data queries and clarifications.
- Performs other related duties as assigned by the Payroll Supervisor
- The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive.
- Lead in commitment, accountability, respect, teamwork, communication, business sense, and vision.
- Provide direction and assistance to individuals with payroll related queries.

Education and Experience:

- Bachelor's degree in business administration, finance, accounting, or related field.
- A minimum of 2-4 years of payroll experience.
- Preference given to applicants with Payroll Compliance Practitioner (PCP)
- Proficiency with SAP, ADP, Microsoft Office; ability to meet strict deadlines and manage multiple tasks.
- Excellent written, verbal and customer service skills.

Working Conditions

- This schedule is 5x2, working 8 hour days

How to Apply

If you like to be part of the Musselwhite Team, please email your updated resume to MusselwhiteHRU@orlaminingsw.com by no later than **September 17th, 2025.**

At Orla, we prioritize our people, creating and maintaining a workplace culture of diversity and inclusion where employees are respected, valued, and recognized for their contributions.