



## Human Resources and Payroll Generalist

### OUR COMPANY:

Denison Mines Corp. ("Denison") is a company listed on the NYSE American and TSX. Denison is a uranium exploration and development company with uranium interests in the Athabasca Basin region of northern Saskatchewan, with operations based in Saskatoon, Saskatchewan. Denison is also engaged in mine care and maintenance and environmental services through its Closed Mines group based in Elliot Lake, Ontario.

Denison's strategy is focused on leveraging its uniquely diversified asset base to position the Company to take advantage of the strong long-term fundamentals of the uranium market. The Company has built an Athabasca Basin centric portfolio of strategic uranium deposits, properties, and investments – highlighted by a 90% interest in the Wheeler River Uranium Project, which hosts the high-grade Phoenix and Gryphon uranium deposits and is the largest undeveloped uranium project in the infrastructure rich Eastern portion of the Athabasca basin. Denison has initiated the Environmental Assessment for Wheeler River and is systematically de-risking the technical aspects of the project, with the aim of completing a Feasibility Study, coinciding with the approved Environmental Impact Study.

Denison's interests in Saskatchewan also include a 22.5% ownership interest in the McClean Lake Joint Venture ('MLJV'), which includes several uranium deposits and the McClean Lake uranium mill, which is contracted to process ore from the Cigar Lake mine under a toll milling agreement, plus a 25.17% interest in the Midwest deposits and a 66.71% interest in the THT and Huskie deposits on the Waterbury Lake property. The Midwest, J Zone and Huskie deposits are located within 20 kilometres of the McClean Lake mill. In addition, Denison has an extensive portfolio of exploration projects in the Athabasca Basin region – accounting for over 250,000 hectares in prospective exploration ground.

### THE ROLE:

The position of **Human Resources and Payroll Generalist** is a key member of the Human Resources team, with responsibility for a wide range of functions relating to payroll, benefits administration, recruitment, onboarding of new employees and administration of HR information. This role provides significant opportunity to grow knowledge and responsibilities through on-the-job learning. The Human Resources and Payroll Generalist will have the primary responsibility for the day-to-day operation of the payroll system for both salary and hourly paid employees, including compliance with employment standards in four jurisdictions and the associated regulatory reporting. This role is also responsible for creating and maintaining HR/payroll reports and journal entries. The position reports directly to the Director, Human Resources, and the successful candidate will have the opportunity to learn and support other human resources initiatives across the organization.

***This role is being offered as a full-time position and will be based in Toronto, Ontario.***

***The successful candidate will be required to follow Denison's health and safety policies and procedures, including the Covid-19 Work Safe plan, and the Company's Covid-19 vaccination protocol. All current staff and any visitors who will attend at Denison's offices, warehouses, field sites and operations are required to be vaccinated. New staff will be required to be fully vaccinated at their commencement of employment and/or prior to attending any facilities.***

***This role is being offered as a full-time position. All applicants must be eligible to work in Canada. Denison offers a competitive compensation and Benefits Package, including Health and Dental coverage, Life insurance, Employee Assistance program, Bonus program and a Retirement Savings plan.***

***Denison is committed to providing employment opportunities for Indigenous people and members of the communities near where we operate, and encourage applicants who are Indigenous and / or residents of those communities to apply and to voluntarily self-identify the appropriate information in their application details.***

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### OUR IDEAL CANDIDATE:

The ideal candidate will have a strong generalist background and be well versed on relevant legislation across Canada. You are a service-oriented and detail-focussed individual. You have strong organization skills, however, you are flexible and adjust quickly to changing priorities and conditions. In addition, you have:

- A Bachelor's degree in Business, Human Resources or similar;
- Proficient in ADP or other comparable payroll system; Payroll Compliance Practitioner (PCP) certification is an asset;
- Excellent communication skills, including the ability to speak, listen and write in a clear, confident and respectful manner;
- Strong interpersonal and teamwork skills;
- The ability to deal sensitively with confidential information and documents;
- Proactive and persistent approach – willing to dig into details whenever needed;
- A high level of proficiency with Word and Excel;

### YOUR RESPONSIBILITIES:

- Responsible for the timely and accurate processing of the semi-monthly salary payroll and bi-weekly hourly payroll in the ADP system, including all updates required for new hires, terminations, salary changes and other personnel information;
- Prepare year end payroll close out procedures, including employee T4 forms;
- Maintain a working knowledge of payroll legislation for Ontario, Saskatchewan, Quebec and BC, including employer taxes (workers compensation, CPP, EI, EHT, etc.);
- Calculate and remit monthly WSIB premiums and prepare year-end reconciliation. Respond to WSIB requests of employee records related to WSIB claims;
- Prepare manual withholding calculations (Tax, CPP, EI), for employee equity earnings;
- Control confidential and private employee personnel files;
- Assist with new hires and terminations, including communicating with candidates as well as drafting employment contracts and postings, ensuring completion of all personnel forms, and issuing Record of Employment documents;
- Ensure compliance with statutory payroll requirements (statutory holidays, vacation pay, severance, etc.);
- Manage absence reporting system including calculation of vacation balances in accordance with company policy, input absence and vacation requests and monitor to ensure compliance with carry forward policy;
- Maintain benefits enrolment information and changes, including updating SunLife's online database, and administer the company's self-insured life insurance payments to former employees while acting as the main company contact;
- Prepare journal entries to record the payroll, SunLife, and workers' compensation expenses;
- Produce various payroll reports to meet monthly and yearend regulatory reporting requirements and to respond to management requests for information;
- Coordinate organization-wide training modules, answer related questions and monitor for completion;
- Research and respond to a wide variety of human resources and statutory related inquiries from managers and employees in a timely manner.

***Interested applicants should submit their resume with cover letter to [jobs@denisonmines.com](mailto:jobs@denisonmines.com). All applicants must be eligible to work in Canada. Please include the job title for which you are applying in the subject line of your email application. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.***