

Payroll Specialist

As Payroll Specialist you will be responsible for the accurate and timely processing of payroll for the 450+ employees who work for our Group of Companies. You will need to be able to multitask and work in a fast-paced unionized environment.

Responsibilities:

Prepare and administer payroll for all company employees, while auditing payroll processing reports for accuracy.

- Ensure that all salaries are paid accurately and in a timely fashion to all company employees;
- Prepare journal entries and forms, such as records of employment, income tax forms, and remittances;
- Issue ad hoc, monthly, quarterly, and annual reports including all year end processing. Take and handle all inquiries arising from questions about payroll;
- Implement salary increases, bonuses, commissions, and so on in accordance with instructions given;
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements;
- Preparing monthly remittances and cheque requests for garnishments, WSIB, EHT;
- Monitor holiday and attendance records for business units;
- Payroll Journal Entries export and preparation;
- Bi-Weekly payroll accruals when needed;
- Vacation accruals;
- Responding to payroll queries and requests;
- Be accountable to the company's principles and code of ethics;
- Assist in the administration of employee programs (e.g. health benefits, pension, and so on);
- Administer Short Term Disability (STD) and Long Term Disability (LTD) programs. Prepare and distribute reports, employee manuals, benefit package descriptions, and other publications;
- Preparing monthly remittances and cheque requests for group insurance payments Handle all inquiries and complaints regarding benefits;
- Maintain records for pension contributions made by employees; liaise with service providers to ensure funds are transferred as appropriate;
- Collaborate with the HR department and other departments to ensure pay and personnel records are accurate and up to date;
- Preparing monthly remittances and cheque requests for DB and DC pension plans. Providing information on the DC pension to all new employees and ensuring enrolment packages are completed on time;
- Assist employees with pension inquiries/forecasts; and
- General administrative duties as assigned.

Job Requirements:

- Recognized college or university degree in a relevant discipline;
- Minimum of 2 - years of accounting experience in various industries;
- Minimum of 2 - years payroll experience;
- Ability to work in a team environment with superior communication skills;
- Proficient with Microsoft Office Suite, especially excel spreadsheets;
- Strong ability to learn new systems;
- Strong analytical and strategic mindset, organized and autonomous;
- Strong interpersonal skills and ability to interact with others in a professional, influential manner;
- Preferred Ceridian experience; and
- Achieved a professional designation or certification (e.g. Canadian Payroll Association).