



## **PAYROLL ADMINISTRATOR- FINANCIAL SERVICES**

### **Scope of Responsibilities**

The Payroll Administrator within Financial Services is dedicated to exemplary customer service and must coordinate the day to day activities of payroll, ensuring compliance with all legislation, collective agreements and policies governing payroll procedures. The Payroll Administrator will work within a team with shared responsibility for ensuring the timely and accurate submission and processing of bi-weekly payroll for 10,000+ employees within a diverse environment, while working within extremely tight deadlines to ensure maximum productivity. Working collaboratively within the Department the Payroll Administrator reports directly to the Payroll Supervisor.

### **Competencies Required**

The Payroll Administrator – Financial Services shall have the following competencies:

- (a) The ability to accurately process payroll in a timely manner;
- (b) The ability to apply knowledge and experience of Federal and Provincial legislation relevant to payroll processing;
- (c) The ability to analyze procedural and/or system problems presented to the department and make effective recommendations as to the appropriate solutions;
- (d) The ability to apply knowledge of payroll practices and procedures in a computerized environment;
- (e) The ability to prioritize tasks, organize work efficiently, cope with large volumes of work and meet deadlines with minimal supervision;
- (f) A demonstrated commitment to client service;
- (g) The ability to demonstrate proficiency in the day to day utilization of current technologies such as Microsoft Office;
- (h) The ability to adapt to changing roles and responsibilities;
- (i) The ability to respond to changing technology;
- (j) The ability to work effectively in a team environment;
- (k) The ability to communicate effectively both internally within Financial Services, externally to other departments and schools as well as outside agencies such as Canada Revenue Agency, HRDC and WCB;
- (l) The ability to maintain and promote confidentiality as the norm;
- (m) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (n) The desire to engage in continuing education and professional development.

### **Qualifications**

- (a) Two (2) years related experience in a payroll environment utilizing advanced computer systems and procedures;
- (b) Strong technology background in data management including utilizing Word, Excel, and Outlook;
- (c) Post-secondary education in a relevant field such as Business, Administration, etc. or acceptable equivalent of training and experience;
- (d) Completion of Payroll Compliance Practitioner (PCP) considered an asset;
- (e) Experience with SAP systems considered an asset.

### **Specific Job Components**

The Payroll Administrator – Financial Services shall perform those tasks as assigned by the Payroll Supervisor. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (f) Respond to employee and management inquiries in a manner consistent with exemplary customer service standards;
- (g) Process time entry documentation from all schools and departments and accurately prepare the data for payroll utilizing computerized systems such as SAP;
- (h) Escalate serious matters relating to employee payroll concerns in a timely manner;
- (i) Complete bi-weekly processes by performing multiple daily, weekly and biweekly audits to identify and correct problems before each pay date;
- (j) Collaborate with Human Resource Administrators and Payroll Supervisor in the daily operations of the payroll and ensure deadlines are met;
- (k) On a rotating basis, complete the timesheet upload;
- (l) Produce and analyze Records of Employment to ensure compliance with legislation;
- (m) Prepare calculations and entries for all off cycle processes and over/underpayment situations while adhering to collective agreements/policies;
- (n) Maintain security control by protecting access to confidential employee information;
- (o) Deal with confidential and sensitive employee information, while protecting an employee's right to privacy and complying with privacy legislation;
- (p) Maintain a working knowledge of all relevant legislation and policies and attend training and development opportunities to stay abreast of changing legislation such as Labour Standards, Employment Insurance, Tax Laws, collective agreements, HRDC and CRA legislation;
- (q) Report bi-weekly to Finance/Accounting on claims to reconcile with employee overpayments and repayments ensuring the SAP system is updated to reflect the information;
- (r) Ensure all payroll corrections are made within a calendar year and school year;
- (s) Actively participate in the T4 auditing process;
- (t) Provide additional copies of T4's to employees throughout the year as requested;
- (u) Investigate and resolve issues relating to the PIER report issued by Canada Revenue Agency and adhere to deadlines to avoid penalties to HRCE;
- (v) Maintain up to date filing systems and produce correspondence;
- (w) Provide additional support to other members of the Payroll Department as required;
- (x) Other duties as required.