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Payroll Specialist

Description

You have a passion for detail and strive for excellence the payroll Administrator is responsible for processing and preparing biweekly payroll. Complete tasks in a timely and accurate manner. Makes necessary adjustments to individual employee records to ensure appropriate pay.

Responsibilities

- Responsible for maintaining the data integrity of all payroll and HR data and ensuring confidentiality of employee data.
- Processes all pay changes as a result of employee lifecycle which are pay impacting transactions including time and labor for hourly employees, TAFW for Salaried pay group. Regular and exception pay, retro, and off cycle pay.
- Processes and verifies all voluntary employee deductions.
- Knowledgeable with Union Agreements ensures CBA union requirements are correctly applied. Responsible to provide the union with timely and accurate reporting.
- Responsible for the company RRSP plan for all pay groups
- Works collaboratively and productively with other payroll team members and across different departments to complete tasks to achieve desired results.
- Responsible for the processing of employee reimbursements for travel for all employees
- Correctly calculate and process payments related to employees.
- Responds promptly to employee payroll inquiries,
- Maintains a professional service-oriented manner within the company and supports the corporate image as per the company and departmental objectives and company policies,
- Maintain complete confidentiality at all times
- Reviews and runs audit reports computes and corrects errors to ensure accuracy of payroll.
- Ensures that payroll system is deducting taxes correctly and the correct benefits are applied.
- Complies with government regulations and ESA requirements.
- Reconciles vacation balances; calculates severance amounts and other payments that may be applicable on terminations.
- Ability to work independently with minimal supervision,
- Skilled in planning and organizing time and resources to achieve results, identify critical tasks, and focus on competing priorities while working with strict deadlines.
- Strong Excel skills and utilize reporting module within Dayforce.
- Identifies, troubleshoots and resolves transactional issues (e.g. works through payroll errors). Escalates broader, more complex issues.
- Investigates overpayments to determine the reason for the occurrence. Complete manual calculations to determine the exact amount of the overpayment and negotiate the terms of repayment with the employee and department.

Hiring organization

INTS Consulting

Employment Type

Full-time

Job Location

Toronto

Working Hours

8 hours Shift, Monday – Friday

Base Salary

\$ 17 - \$ 20

Date posted

2023-03-22

- Performs manual calculations of retroactive pay or other pay adjustments as necessary and enters into payroll system for processing of additional pay.
- Understands the yearend process and provide assistance when required.

Qualifications

- High School diploma.
- Completed coursework Canadian Payroll Association for PCP, or working towards completion.
- Min 2 -3 years' experience in payroll with hands on experience using an enterprise management system.
- Comprehensive Knowledge of related Federal and Provincial legislation and collective agreements and handbooks.
- Exemplary client service, focused on demonstrating a genuine concern for understanding client needs and meeting or exceeding client expectations.
- Strong verbal and written communication skills required to share feedback and address concerns respectfully and constructively.
- Approaches challenges and opportunities with creative solutions to problems and offers detailed, well-articulated explanations.

Job Benefits

Paid time off – vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com