



Recruiting Profile

Position Title: Payroll and Benefits Administrator
Department: Operations
JE Band: 4
Reports To: Simons, Tracy

Role Summary: Processes payroll and corporate benefits and provides assistance to the accounting team.

Major Duties	Percentage of Time
Payroll <ul style="list-style-type: none"> • Prepare and input semi-monthly payroll. • Process all new hires, terminations and payroll changes. • Prepare payroll spreadsheets as required. • Prepare and process journal entries, analyze transactions and prepare account reconciliations, as well as perform year-end activities including updating taxable benefits. • Prepare and send out salary changes for approval. • Maintain confidential personnel files. • Maintain records for storage of inactive payroll/HR files. • Review new employees setup in the People Resource Centre (PRC) - Criterion. Ensure time tracking and payroll are setup according to policy and working properly. • Conduct payroll orientation with new employees. • Set up and maintain reports in the time tracking system. • Conduct time tracking and absence management orientation with new employees. • Provide training regarding People Resource Center. • Respond to staff questions. • Prepare routine payroll and benefit correspondence. • Prepare employee T4s and T4As and generate Councilors T4s. • File government reporting for T4, T4A and Record of Employment. • Prepare annual CPSA pension letters and annual pension return. 	50%
Benefits <ul style="list-style-type: none"> • Conduct benefit orientation with new employees. • Maintain employee benefits for any employee changes: enrollment, termination, address changes, etc. • Administer the group benefits plan and ensure accurate deductions are entered for payroll calculations. • Respond to general inquiries regarding benefits. • Reconcile employee enrollments on benefit programs on a monthly basis. • Perform follow-up to billing by vendors to ensure enrollment is accurate and any changes requested have been completed. • Prepare the annual Total Compensation Statement for staff. 	40%

<ul style="list-style-type: none"> Administer and maintain any programs approved by leadership that employees may participate (eg. Reward and Recognition, ETS@work). Code vendor invoices for payment. Produce and upload weekly demographic file for record keeper. Prepare requests for actuary to prepare pension estimates, and statement of elections. Prepare correspondence to employee about their pension paperwork. Send out reviewed correspondence. Update/maintain actuarial spreadsheet tracking pensionable and credited service and pensionable earnings. Prepare adhoc reports as required. 	
General <ul style="list-style-type: none"> Prepare spreadsheets to determine the Milestone Award recipients. Prepare and update payroll related budget spreadsheets and forecasts. Assist the accounting team as needed. Prepare payroll related reports for the auditors. Respond to questions/requests from auditors. Analyze changes in payroll legislation and identify implications for CPSA. 	10%
Other duties as required.	

Headcount Supervised	0
Supervision & Leadership	Frequency
Coordinates a small group of contractors or consultants.	Seldom

Key Relationship	Type of Communication	Frequency
Employees within the department	Provide	Constantly
Employees outside the department	Exchange	Occasionally
External contacts/vendors	Exchange	Seldom
Immediate supervisors	Exchange	Constantly
Managers (all)	Exchange	Moderate
Executive (all)	Exchange	Seldom

Skills
Payroll Compliance Practitioner Certificate required.
Must be able to handle multiple tasks and deal with interruptions.
Must be well-organized.
Good communication skills and attention to detail required.
Intermediate level in Microsoft Word and Excel.

Education & Experience	
Education	Advanced technical knowledge of a specific function or discipline (specialist), or general business knowledge of multiple functions or business processes (generalist) typically obtained through a 2-3 year post-secondary diploma, or equivalent
Experience	Requirement for 3 to 5 years of related experience

Last Updated November 23, 2021
