Payroll Administrator

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Payroll Administrator
Human Resources
Temporary full-time from August 1, 2106 to August 30, 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0162

Please read the Application Instructions [2] before applying

The University of Guelph is seeking a dynamic and motivated individual to join its Human Resources Team as a Payroll Administrator. Reporting to the Manager, Payroll Services, s/he will be a key member of the Total Compensation team ensuring the timely processing of the University's bi-weekly payroll. The Payroll Administrator is responsible for the biweekly pay processes including: initializing, monitoring and balancing the pay run, printing cheques and deposit slips, processing the payroll file transfers and printing post-payroll run reports. S/he will ensure timely payment of all payroll liabilities including: statutory deductions, benefits, and mandatory and voluntary deductions. The Payroll Administrator will be required to perform some intermediate accounting functions which include monthly journal entries and account reconciliations as well as biweekly, monthly and annual remittances and reconciliation for Canada Revenue Agency, Workplace Safety and Insurance Board and Employer Health Tax. At year-end, s/he is also responsible for ensuring the timely production and distribution of all tax slips.

As the University Health Insurance Plan (UHIP) administrator, the Payroll Administrator performs all duties required to enroll and monitor visitors and their payments, liaise with the UHIP carrier, process monthly billings and reconcile the UHIP accounts. S/he also administers the Scholarship Plan for dependents and spouses of employees and the Tuition Waiver benefit for employees. The Payroll Administrator also acts as the key contact for departments requiring employee and payroll data from the HR systems. This requires an in-depth understanding of the HR data and departmental needs to create and deliver required reports.

Requirements of the position include:

- Two year community college diploma in business administration, accounting or other related discipline;
- Successful completion or in the process of completing the Payroll Compliance Practitioner certification is preferred;
- Several years of previous experience working in a payroll function;
Proven mathematical, analytical and problem solving skills;
High level of proficiency using software such as Microsoft Office (Work, Excel), Impromptu and content management systems;
Strong and effective organizational skills with follow through including the ability to manage multiple priorities;
Demonstrated understanding of payroll principles and regulations is required;
Open to learning, exercise good judgement and have a high degree of flexibility;
High level of diplomacy, sensitivity and confidentiality.

Covering Position Number  060-063
Classification                        Exempt Group Salary Band 5*
Normal Hiring Range               $23.67 - 26.43 per hour

*Tentative evaluation

Posting Date: 2016 04 14
Closing Date: 2016 04 21

Source URL (modified on 04/14/2016 - 15:12): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/payroll-administrator

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply