HR and Payroll Clerk

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Grant & Trust Administrative & Technical

HR and Payroll Clerk

Department of Animal Biosciences, Ontario Agricultural College

Temporary part-time from November 2021 to October 2022
(Less than 24 hours a week)
Hiring #: 2021-0607

Please read the Application Instructions [1] before applying

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.

The Department of Animal Biosciences is an academic unit within the Ontario Agricultural College – located in the Animal Science and Nutrition building on campus. There are 28 faculty, 13 staff, 160 graduate students, 1200 undergraduate students and, about 50-100 contractual, seasonal and student and other categories of employees throughout the year.

Reporting to the Administrative Officer, the Payroll/HR Clerk will be responsible for the bi-weekly payroll and human resources processes for temporary full-time and part-time staff, graduate student and postdoctoral fellow appointments. Other responsibilities include processing purchase orders, system contracts, online supplies orders. This position provides support to other administrative/clerical positions during peak times, vacation and sickness, and as assigned. This position offers a meaningful opportunity to work as part of a supportive and dynamic team.

Requirements for the position include: One (1) year Community College graduation, with preference for those with an Undergraduate degree in Business or Accounting, along with at least one (1) year of related experience or equivalent combination of education and experience; previous experience with payroll and human resources processes and procedures, preferably in a university academic environment. Experience with various systems at the University of Guelph, such as the Human Resources Employee Records (HRER) System, Colleague, would be considered an asset. Must be proficient with Microsoft Office Suite.

Candidates should be able to demonstrate:

- A commitment to confidentiality and accuracy
- Strong analytic and problem-solving skills
- Effective communication and interpersonal skills
- Exceptional organizational and time management skills and the ability to meet deadlines
- Familiarity with the application and interpretation of collective and/or employee agreements and employment policies and procedures
- Broad experience in payroll and human resources processes

This appointment is regularly performed on-campus but may be partially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification Grant/ Trust fund position, Band B
GTAT (Grant & Trust Administrative and Technical) Salary Grid [2]
At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 03
Closing Date: 2021 11 17 (extended)

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/hr-and-payroll-clerk

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity