



East Scarborough

BGC East Scarborough

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www.esbgc.ca



416-281-0458

Payroll and Benefits Administrator

BGC East Scarborough is currently seeking an experienced Payroll and Benefits Administrator to join our team. The ideal candidate will have excellent numeracy skills, strong work ethics, a willingness to learn, strong communication skills, and the ability to multitask in a fast-paced environment.

The Payroll and Benefits Administrator will be responsible for the accurate and timely processing of payroll, maintenance of employee files as well as performing various clerical and accounting tasks. Reporting to the Manager of Human Resources and Payroll, the incumbent will perform all payroll functions for both hourly and salaried employees (approximately 200 employees). Produces various reports as required and answers employee queries regarding payroll and benefits.

Major Responsibilities:

- Full cycle processing of semi-monthly payroll for approximately 200 employees
- Monthly reconciliation of payroll accounts
- Review timesheets and ensure hours are approved by managers/supervisors in a timely manner
- Ensure timely and accurate tax compliance reporting to CRA and other government authorities
- Manage time and attendance administration for salary employees
- Consult with managers regarding payroll concerns, research and process adjustments as required
- Act as a first point of contact for payroll and benefit related inquiries
- Process semi-monthly group RRSP contributions and reconcile contribution payments
- Help to create, implement and maintain best-practice operating procedures for all payroll processes
- Maintains payroll operations by following policies and procedures
- Complete statistical reports as required for funders, grant proposals, annual reports, internal analysis, etc.
- Compose and submit payroll invoices with supporting documents to external agencies
- Reconcile, administer, and remit third party payments including benefits and garnishments ensuring legislated filings and reporting is completed within established timelines
- Responsible for the administration of assigned group benefits plans, which includes setting up new members, processing of benefit changes, calculating benefits deductions,
- Support with other related projects as needed

Qualifications:

- 3+ years of payroll processing and compliance reporting experience (i.e. T4s, T4As, T2200s, EHT)
- Thorough knowledge of Canadian payroll regulations such as taxable benefits, calculation of vacation/statutory pay/severance pay etc.
- Strong knowledge of Deluxe Payroll and the Employee Tracker Plus system preferred
- Payroll Compliance Practitioner (PCP) Certification is an asset
- Excellent knowledge of Microsoft Office Programs (Word, Outlook, Excel)
- Excellent telephone etiquette and ability to write clear, concise and formal business communications
- Excellent attention to detail and takes ownership
- Reliable and strong work ethics
- Ability to work independently in a time sensitive environment
- Ability to exercise tact and discretion and to be entrusted with confidential information

Deadline for application: October 30th, 2022

Please submit your resume to: hr@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.