

Title: Payroll Administrator

Position Overview

The Payroll Administrator is responsible for processing payroll across multiple Company clients, in a range of roles and across various schedules. The Payroll Administrator is responsible for the verification and accuracy of payroll batches by validating information such as: pay dates, pay rates and garnishments, amongst other payroll specific details. This role requires the demonstration of high-quality work through attention to detail and an excellent understanding of working within strict deadlines to ensure that all payments are made accurately and on time, every time.

The candidate should have a minimum of 2 years' experience with processing high volume payroll. Staffing payroll experience is considered an asset. This position also requires a thorough understanding of, prior experience with, or a combination of both, Applicant Tracking Software (ATS) and/or payroll processing software.

To be effective, the incumbent must be highly organized and detail oriented, with exceptional customer service skills, ability to coordinate and collaborate with clients, employees (temporary and permanent), and with all Company departments.

Specific Responsibilities

- Process payroll for multiple clients for various roles, payment types and schedules (i.e.: hourly, salaried, expenses, bonus/commissions, weekly, bi-weekly, semi-monthly, monthly)
- Process payroll utilizing Microsoft GP (8000 people per week)
- Verification of payroll dates and sending files through RBC
- Payroll data entry into proprietary front-end applicant tracking systems
- Ensure management of payment schedules to guarantee that payroll is completed timely and with a high level of accuracy
- Tracking and follow up on all stop payments and rejections
- Administration of rate changes, garnishments, and other data related to employee records
- Process employee status changes in a timely matter
- Generate Records of Employment to meet legislative timelines
- Calculating final payments and or pay adjustments
- Respond to inquiries from employees, managers, and various external agencies regarding payroll

Qualifications

Education and Knowledge:

- Post-Secondary Education in Accounting, or equivalent, is required
- PCP designation is preferred
- Must have prior experience in Staffing operations or Payroll Processing
- Solid technical background with hands-on experience in Applicant Tracking Software (ATS) applications and/or HRIS systems
- Strong proficiency with Microsoft Office (Word, Excel, Power Point, Outlook)

Requirements:

- Minimum of two (2) years prior work experience processing high volume payroll
- Exceptional attention to detail with an emphasis on customer service
- Ability to work with minimal supervision, keep up with a fast-paced environment and meet strict deadlines
- Analytical problem solver with an ability to evaluate data, determine solutions and make logical recommendations
- Strong interpersonal skills alongside impeccable written and verbal communication skills
- Prior staffing experience is considered an asset