

# Payroll Specialist

## PAYROLL SPECIALIST (FTE 1.0)

The Payroll Specialist is responsible for timely and accurate payroll processing as well as supporting human resources in ensuring employees and leaders have accurate and timely payroll and benefits information. Great organizing and prioritization skills, including ability to be flexible with changing priorities are great to have for this role.

You will be a point of contact for employees regarding their pay and benefits and are expected to provide professional interactions on the phone and in person. Someone who has courteous electronic and in person communication and good professional outlook, are attributes we are looking for.

## WHAT MOVES YOU

- A healthy mix of big picture work and still being active in the day to day
- Flexing your continuous improvement muscles to refine our practices so we can achieve better results
- Working with an awesome team that gets things done AND enjoys the journey

## JUST SOME OF WHAT YOU'LL DO:

- Processing bi-weekly payroll for approximately 340 employees (hourly & salaried) and fielding daily inquiries from all employee regarding their pay and benefits with a customer service focused approach.
- Entering new hires, status changes, terminations and issuing records of employment.
- Partner with People Services (PS) Administrator to provide employee orientation and benefit enrolment, benefits-related queries, and end of employment processes related to benefits.
- Processing semi-monthly journal entries for Finance and Complete year-end payroll activities in compliance with local requirements (e.g. T4's, T2200's, accrual calculations).
- Benefits uploads of employee information, ensuring short term and long term disability payments are produced.
- Liaise with third-party benefits providers to ensure accurate invoicing, and to process changes and support PS Manager in plan renewals.
- Completing a wide range of projects in support of improving processes, results, and data integrity.
- Investigate and prepare worksheets on a range of topics in support of HR work (e.g. annual salary review process, annual salary budget, etc.).

## WHAT YOU'VE DONE

- Payroll Compliance Practitioner accreditation through the Canadian Payroll Association is required
- At least 5 years' experience in a full function payroll role
- Experience utilizing a payroll software such as Payroll Guardian
- HR/payroll system implementation experience is an asset
- Intermediate-level skills in Excel; proficiency in Word and Outlook
- Commitment to confidentiality
- Strong analytical skills with consistent, high-quality, accurate results
- Resourceful; motivated to take ownership and deliver in an ever-changing environment
- Good judgement, especially in interpersonal relationships and communications; ability to speak and write clearly, appropriate to the audience, showing multi and intercultural awareness
- Creative, curious, ability to keep in mind the 'big picture' while attending to details

**If you want to work to change lives, we want to meet you.**

Competition Number: 2019052

Deadline: **June 28<sup>th</sup>, 2019**

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