



# PAYROLL SPECIALIST

## PAYROLL SPECIALIST, PEOPLE SERVICES DEPARTMENT (0.75 FTE)

Voted one of Maclean's Top 100 Charities of 2020, YW provides preventive and restorative services to women and their families to help them thrive. YW is committed to support people experiencing domestic violence, advocating for mental health, and enabling women's economic prosperity.

The Payroll Specialist is an integral part of the People Service (PS) team with lead responsibilities for timely and accurate payroll and supporting human resource service delivery to ensuring YW team members and leaders are supported with accurate and timely payroll and benefits information. This role will be critical in helping support the HRIS/Payroll system implementation and conversion.

### WHAT MOVES YOU

- Your passion and knowledge of payroll, garnishments and benefits distribution
- Your excellent attention to details and love of figures
- Your ability to work within strict deadlines and ensure employees are paid accurately and on-time

### WHAT YOU'LL DO

- Process bi-weekly payroll for about 300 employees (hourly & salaried)
- Enter new hires, status changes, complete terminations and issue records of employment
- Process semi-monthly journal entries and complete year-end payroll activities
- Process RRSP contributions, garnishees and third-party payments and act as payroll expert for auditor questions and audit process
- Maintain employee payroll information in database and complete WCB annual return
- Provide bi-weekly payroll register for approval in a timely manner for final review
- Audit HR employee data entry each payroll period to ensure accuracy of employee data
- Process manual/off-cycle pays as required
- Upload employee benefit details and produce short term and long-term disability payments
- Ensure accurate invoicing, process changes and support PS Manager in plan renewals
- Partner with PS Coordinator to provide employee orientation and benefit enrolment
- Answer benefits-related queries, and monitor vacation accruals and entitlement

### WHAT YOU'VE DONE

- Payroll Compliance Practitioner accreditation through the Canadian Payroll Association
- 7+ years' experience in a full cycle payroll role
- Experience using a HRIS/payroll software; UKG experience would be an asset
- HRIS/payroll system implementation experience is an asset
- Intermediate-level proficiency in the use of Excel, Word and Outlook
- Excellent attention to detail and analytical skills with consistent, high-quality, accurate results
- Resourceful; motivated to take ownership and deliver in an ever-changing environment
- Organizing and prioritization skills while being flexible with changing priorities
- Must be a self-starter with the ability to work in a collaborative team-based environment
- Demonstrate agility by driving strong change management knowledge and competency

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.

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

Competition Number: **2022058**

Deadline: **August 12, 2022**

[www.ywcalgary.ca/work-with-us](http://www.ywcalgary.ca/work-with-us)

Apply today with resume, cover letter, and salary expectations to [careers@ywcalgary.ca](mailto:careers@ywcalgary.ca)

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.