**Payroll Officer**

The Payroll Officer follows established Provincial and Federal law, contractual agreements, guidelines and procedures, and is responsible for the complete and accurate processing of payroll and the maintenance of employee payroll files and records. The Payroll Officer uses a teamwork approach to create a work environment that focuses on customer service and makes the most effective use of the HR/Payroll Information System.

**Payroll Officer Responsibilities:**

* Responsible for the timely and accurate management of all Payroll functions; ensure proper payment on a timely basis of salaries/wages, pay deductions, fringe benefits, and other related amounts in accordance with established procedures, authorization levels, the collective agreements, and the law.
* Verify data that affects the payroll process.
* Resolve and follow up on non-routine or unusual payroll occurrences including the calculation of salaries, retro pay and advances.
* Generate and transmit data as required, handle any problems resulting from the process.
* Generate manual pay cheques when necessary.
* Ensure that no terminating employee has an outstanding debt to the company.
* Review and verify payroll registers.
* Maintain employee payroll records and files.
* Responsible for problem solving, priority setting and decision making including analyzing, investigating and resolving discrepancies and inaccuracies in information and system.
* Prioritize work and duties to ensure that such work and duties are carried out in a proper and timely manner. When leaving on vacation (or other absence from the office) ensure your co-worker has adequate instructions on the work to be performed during such absence.
* Train new employees (and other casual employees) in all aspects of payroll duties as may be required or necessary.
* Collaborate with the Human Resources Dept. and the managers of the Financial Services department to establish payroll deadlines and resolve payroll processing, benefit and collective agreement items.
* Liaise with the service bureau to ensure smooth processing of the payroll, generation of monthly and annual reports, and other appropriate matters.
* Act as an internal resource to employees and departmental managers concerning payroll matters, pay advice, timesheets, etc.
* Monitor and update the existing payroll system, lead the implementation of payroll system upgrades and improvements.
* Perform patch and other testing in detail through all levels of the HR/PR system using resource documents.
* Maintain an up to date knowledge of payroll issues, including legislation, rules and regulations.
* Prepare and issue remittances for payroll deductions, fringe benefits, and other payroll deductions, balance year to date totals in the cheque registers; reconcile balances and remittance with statements received.
* Ensure the monthly reconciliation of all payroll liability ledger accounts to payroll and remittances.
* Communicate with appropriate agencies to resolve issues concerning new employees, changes, problems, etc.
* Maintain adequate supplies of stationery applicable to the payroll operations.
* Research and prepare reports and information as requested.
* Use initiative and sound judgement to identify and manage a variety of ad hoc and ongoing projects in support of payroll operations, systems and reporting.
* Seek ways and make recommendations for improving procedures and efficient operation of the Payroll Department and Financial Services.
* Maintain an adequate and up to date filing system of all pending and completed documentation; annually clear dead files to archives and destroy old documents within archives according to established timetable.
* Compile, maintain, and update regularly a working manual, describing daily, weekly, monthly and annual routines and activities (what and how), in sufficient detail to enable a qualified person to substitute with minimal training.
* Carry out other duties, within Financial Services, as assigned by the Controller or designate.

**Payroll Officer Requirements:**

* Completion of Grade 12 and Canadian Payroll Association Level 2 or Certified Payroll Practitioner and have completed courses towards the Canadian Payroll Association Level 3 or Certified Payroll Manager. Combination of education and experience will be considered
* Five years experience in a computerized payroll operation.
* General knowledge or experience of computerized accounting systems
* Proficient in the creation and use of word processing and spreadsheet applications. Database application knowledge is preferred.
* Excellent interpersonal, communication and organizational skills, including the ability to collaborate effectively on inter-departmental projects and daily work activities.
* Ability to schedule and prioritise payroll department workloads, meet deadlines and ensure accuracy of work.
* Excellent investigative, problem solving and analytical skills.
* Ability to maintain confidentiality of the position and information.
* Ability to work under pressure, time constraints, and with frequent interruptions.