



Job Description – Payroll Administrator

Title

Payroll Administrator

Reports To

Vice President / Corporate Controller

Summary

The Payroll Administrators are responsible for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, funds distribution all while assuring compliance with all applicable federal and provincial regulations and company policies. This is an accounting heavy role. To be successful you must understand how the entire payroll process works.

Other responsibilities include acting as an internal resource to our location managers, responding to inquiries and/or requests for data and/or reports, providing timely and accurate payroll production. Additional responsibilities include overseeing the processing of staff expenses, journal entry preparation and various other accounting functions. Integrity and strong attention to detail are crucial for this role.

Core Competencies

- Customer Focus
- Communication
- Energy & Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability/ Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving

- Result Focus
- Accountability and Dependability

Job Duties

- Coordinates the payroll process with other departments for the purpose of delivering services in conformance with established guidelines.
- Assist in the preparation and administration of payroll for all company employees, while auditing payroll processing reports for accuracy.
- Ensure that all salaries are paid accurately and in a timely fashion to all company employees, contractors, and other parties.
- Prepare journal entries and forms, such as records of employment, income tax forms, and remittances.
- Issue ad hoc, monthly, quarterly, and annual reports.
- Implement salary increases, bonuses, commissions, and so on in accordance with instructions given.
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements.
- Track holiday and attendance records for business units.
- Monitor assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares and oversees the preparation of a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, worker's compensation checks, etc.) for the purpose of documenting activities and issues; meeting compliance requirements, and providing audit references.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Informs personnel and/or carriers and/or financial institutions regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
- Compiles and verifies data from a wide variety of sources (e.g. time sheets/payroll, salary adjustments, tax deposits, etc.) for the purpose of analyzing issues, ensuring compliance with mandated requirements, and/or monitoring program components.
- Maintains a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Communicates with a variety of internal and external parties (city/provincial/federal agencies, etc.) for the purpose of ensuring accurate processing of payroll deductions/garnishments.
- Responds to written and verbal inquiries for the purpose of providing information and/or direction.
- Provide advice and guidance on all accounting matters including financial systems, record keeping, analysis, and reporting.
- Regularly compare internal record of transactions and balances to the monthly bank statements verifying each transaction.

Requirements

- College degree in Accounting, Business, or Finance is preferred.
- PCP Designation
- Minimum of 2 years experience.
- Strong knowledge of payroll systems, internal controls, and management.
- Experience in the processing of salaries, bonuses, commissions, and other forms of compensation.
- Good knowledge of accounting, general/purchase/sales ledger, journal entries, and bookkeeping experience.
- Ability to prepare ad hoc reports using Microsoft Excel.
- Must be able to handle confidential information in an ethical and professional manner.
- Strong work ethic and positive team attitude.
- Effective attention to detail and a high degree of accuracy.
- Strong problem identification and problem resolution skills.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.
- Able to effectively communicate both verbally and in writing.
- Strong customer service focus.

Working Conditions

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Flexible schedule and overtime as required.

To apply, please email resume to lhooper@golfnorth.ca. Please include "Payroll Administrator" in the Subject line.

We thank everyone who applies, but only those selected for an interview will be contacted.