

About the Role

We are seeking a detail-oriented and organized **Payroll Specialist (18-month)** to join our team on a part-time basis. The Payroll Specialist will be responsible for supporting and coordinating the organization's semi-monthly payroll processes, preparing payroll-related reports, maintaining accurate employee payroll records, and assisting with the migration from our existing HR system to a new system.

This role is ideal for someone with payroll experience who is comfortable working with HR and payroll systems, handling confidential information, and ensuring payroll activities are completed accurately and on time.

Key Responsibilities

Payroll Processing

- Coordinate and support the full payroll process, including the preparation, review, and processing of payroll.
- Enter and verify employee hours, earnings, deductions, leave records, and other payroll-related information.
- Process and review payroll data for accuracy and identify and resolve discrepancies in a timely manner.
- Ensure payroll deadlines are met and payroll information is processed accurately.
- Respond to payroll-related inquiries from employees and managers.
- Maintain accurate and up-to-date payroll records while ensuring confidentiality.

Payroll Reporting and Administration

- Prepare month-end, year-end and ad hoc payroll reports for management, Finance, and other external parties.
- Assist with payroll reconciliations and the review of payroll-related data.
- Responsible for the administration of statutory deductions, benefits, vacation pay, and other payroll-related items.
- Maintain payroll reports, templates and documentation that liaise with CRA, Workers' Compensation and Employer Health Tax remittances.
- Ensure payroll remittances are accurate and completed on time.
- Identify opportunities to improve payroll processes, accuracy, and efficiency.

Support HR System Migration

- Involve and support the migration of employee and payroll information from the existing HR system to a new system.
Responsible with system testing, troubleshooting, and the identification of data discrepancies.
- Responsible for the development and updating of payroll procedures, process documentation, and user guidelines.
- Work collaboratively with HR, Finance, and other stakeholders to support the implementation and ongoing use of the new system.

Qualifications and Experience

- Experienced in payroll administration or payroll processing.
- Experienced in supporting an HRIS or payroll system implementation or migration.
- Strong understanding of payroll procedures, calculations, deductions, and reporting requirements.
- A recognized payroll designation, such as Payroll Compliance Practitioner (PCP) could be an asset.
- Experience working with HRIS, payroll, or other employee information systems.
- Strong attention to detail and accuracy when working with numerical and confidential information.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to manage deadlines and prioritize multiple tasks.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to work independently and collaboratively with HR, Finance, and other teams.

What We Offer

- A part-time role with meaningful responsibility and a collaborative team environment.
- The opportunity to contribute to an important HR system migration project.
- The opportunity to support and improve payroll processes and reporting.

Compensation & Benefits

- Salary: \$28-32/hour (based on experience and background)
- Benefits after successfully passing probation:
10 vacation days, Extended Health plan after probation
- A casual, welcoming work environment.
- Free on-site parking.