



POSITION DESCRIPTION

POSITION: BI-LINGUAL PAYROLL ADMINISTRATOR
LOCATION: BRAMPTON
DATE: APRIL 2021

PRIMARY PURPOSE AND FUNCTION:

The Bi-lingual Payroll Administrator is accountable for the timely and accurate processing of all hourly payroll for both the Brampton and Montreal location (approximately 200 employees). Excellence is measured by the keeping of accurate records, meeting legislation, maintaining department confidentiality, and creative problem-solving.

QUALIFICATIONS:

- College diploma in business, or equivalent. Payroll designation required
- Minimum 5 years previous progressive experience in payroll in Canadian and US jurisdictions
- Knowledge of Quebec payroll legislation
- Experience with ADP (WorkForce Now) a strong asset
- **Must be Bilingual (English & French)**
- Strong knowledge and understanding of general accounting
- Proficient in MS Office including Word and Excel
- Certified Payroll Management would be a strong asset
- Ability to work and communicate with others
- Knowledge of US payroll would be an asset

Knowledge/Skills: The position of Bi-lingual Payroll Administrator requires a thorough understanding of all relevant employment payroll, legislation. The Administrator must be knowledgeable in HR practices and company policies. The incumbent must have strong skills in Microsoft Office and payroll software (ADP) with strong attention to detail. An understanding of business operations is required.

Communication Skills: The incumbent must possess strong oral and written communication skills in order to communicate with a wide range of people (managers, co-workers, business associates). Written skills are necessary to produce memos, reports, instructions, and normal business communication. Strong oral skills are necessary to communicate with employees on payroll and benefits issues.

MAJOR RESPONSIBILITIES OF THE POSITION:

Wage and Salary Administration/Payroll Administration:

1. Prepares and verifies payroll for both Canadian locations,(Ontario and Quebec) including processing new hires, changes, leaves, bonuses, terminations, and benefits transactions to ensure timely payment of all employees.
2. Enforce the payroll regulations of both company policy and the Employment Standards Act. Responsible for the accurate calculation and processing of government remittances, severance, garnishments, ROE's, pension adjustments, vacation pay, and other information in a confidential manner
3. Initiates, prepares, and communicates all year-end trials, adjustments, and reports to all applicable departments and government agencies. Prepares T2200s communications related to expenses and earnings.
4. Works with HR Manager to coordinate the payment of invoices on all Workers' Compensation, benefits, and payroll costs.
5. Prepares annual T-4 and W2s for employees in Canada and the US and reviews for accuracy.
6. Maintains regular journal entries and payroll account reconciliations, and coordinates with Finance, as required.
7. Manage time-keeping systems to automate and upload into payroll software for ease and accuracy of payroll.
8. Update and maintain payroll procedures into the manual format and train backup support

Administration

1. Assist in the preparation and control of records, statistics and reports regarding operations, personnel changes, etc.
2. Maintains employee relations by counseling employees on payroll and benefits issues.
3. Perform special projects as assigned.

NATURE AND SCOPE OF POSITION:

The position of Bi-lingual Payroll Administrator has no direct reports but oversees processes and functions. The position reports directly to the VP of Finance. This position also receives direction from and provides direction to, management at all locations.

The incumbent interacts with all levels of the organization, including but not limited to the senior management team, other managers, employees, benefits and pension carriers, recruiters, trainers, government agencies, ad agencies, lawyers, and others to provide recommendations and information on an area of expertise.

Thinking challenges and problem solving would typically be diverse, but covered by established practice. Decisions made would normally impact the company in the short term.

The position has general freedom to take action within the parameters of the job. Operational decisions are within the control of the job for the purposes of providing information to others for the decision-making process.

WORKING CONDITIONS:

Physical Effort: The Bi-lingual Payroll Administrator performs most tasks in a seated position with occasional opportunity to move around. Considerable time is spent working at a PC.

Working Conditions: A majority of the time is spent in an office environment with minimal exposure to uncomfortable physical factors or risk of illness.