

Payroll & Compensation Specialist

Job Code: PaySpecial



Job Details

Location: Ontario
Job Type: Full Time

Position Summary

As Payroll & Compensation Specialist you are responsible for administering the company's payroll function and compensation programs, including all fixed and variable pay plans to ensure that they align with the Company's goals and all regulatory requirements. The position reports to the Director of Human Resources. This role is a hybrid-role: 3 days in-office; 2 days remote. Located at our Head Office in Markham, Ontario.

Key Responsibilities

- Collect, verify and store the organizational payroll data.
- Input changes, which may include changes to employees or employee statuses, exemptions or withholdings, or bank information.
- Ensure all mandatory and voluntary withholdings and deductions are accurately calculated and reported.
- Transmit payroll files for processing.
- Assist employees or managers with questions about payroll policies and pay discrepancies.
- Maintain payroll related files and records.
- Complete new hire setup in payroll systems.
- Complete the preparation of year end T4's and other related tax filings and reports.
- Reconcile payroll-related information uploaded to the general ledger and prepare reports or statements summarizing payroll-related accounts.
- Interface with ADP Workforce Now.
- Perform account balance and payroll reconciliations.
- Prepare financial reports for accounting and auditing purposes.
- Preparing periodic payroll reports for review by management including but not limited to month end headcount.
- Maintain base salary and incentive programs, job evaluations and salary survey participation and procurement.
- Conduct market analysis of company jobs to determine competitive positioning of the company's pay programs.
- Participate in annual salary administration programs, including salary structure creation and maintenance and development of incentive or salary increase budgets.
- Ensure that all compensation-related activities are in compliance with applicable regulations and standards.

Qualifications

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- A high school diploma or GED.
- A degree in human resources, payroll and/or business preferred.
- A minimum of 5 years' experience working in payroll or a similar role.
- Working knowledge of basic accounting principles and payroll practices.
- Experience working with ADP Workforce Now and Pay Factors software.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- High numerical aptitude.
- Detail-oriented.

Education Requirements

Min/Preferred	Education Level	Description
Minimum	High School or GED	

Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
5		

Accommodations will be available upon request for persons with disabilities.