



POSITION DESCRIPTION

Position Title: Payroll Coordinator
Department: Administrative
Employment Type: Full time (35 hours per week), Monday to Friday, 8:30 AM to 4:30 PM

SUMMARY

Reporting to the Controller, the Payroll Coordinator is responsible for managing and building the standards of delivery of the payroll and benefits processes by establishing standard policies, practices, and procedures. The Payroll Coordinator position assumes full responsibility for full cycle payroll for both salaried and hourly employees.

As a member of the finance team, the Payroll Coordinator also has strong accounting understanding to assist with all other team roles. This role also works closely with Human Resources as well as directors/managers to develop and implement the training and orientation process required for new employees and supervisors with respect to the payroll and time and attendance systems.

KEY RESPONSIBILITIES

The Payroll Coordinator position requires a high degree of professional judgement, integrity, confidentiality, communication skills and initiative while ensuring all payroll and benefits practices meet federal and provincial legislation as well as Students' Union guidelines, bylaws, and policies.

- Input and verify employee information into payroll system (new hires, terminations, records of employment, address changes, banking information).
- Maintain employee files in a confidential and organized manner.
- Verify/review time and attendance hours for hourly employees.
- Reviews payroll before finalizing to ensure accuracy.
- Processing biweekly payroll for salaried and hourly employees which includes paying gratuities, honorarium and living allowances.
- Verify labour costs and prepare the journal entry and accrual entry to allocate payroll amounts to correct budgets/cost centers.
- Maintain and reconcile information related to employee benefits, RRSP contributions, parking etc.
- Ensure RRSP contributions are remitted to Manulife.
- Responds to ongoing inquiries from employees regarding pay, T4's, etc in a timely and respectful manner.
- Gather payroll information for government funding programs (federal & provincial).

- Monthly reconciliation of payroll general ledger accounts.
- Prepare payroll for year-end, including employee T4's.
- File annual workers compensation board report and incident reports in coordination with Human Resources.
- Coordinate the Students' Union's benefit programs including by enrolling eligible employees in the benefit programs and assisting with employees' questions and issues.
- Prepare annual payroll budget.
- Assist with the annual audit.
- Balance and prepare daily deposits.
- Provide backup for accounts receivable and accounts payable.

RECOMMENDATIONS, DECISION AND AUTONOMY OF ACTION

The Payroll Coordinator will work with the Controller, Human Resources Manager and Accounting Analyst on all payroll-related tasks. The Payroll Coordinator is privy to confidential information and accordingly must demonstrate sound judgment in the handling of highly sensitive information.

INFLUENCE – INTERNAL/EXTERNAL

Internal Contacts:	Finance Team Directors and Managers Salary Employees Hourly Employees Student Executive and Student Legislative Council
External Contacts:	Ceridian (PowerPay and Dayforce Time & Attendance) Canadian Payroll Association Workers' Compensation Board University of Calgary Parking Services Integris Group/Manulife/MDM Insurance (Benefits and RRSP) Service Canada Auditors

REQUIRED COMPETENCIES

- Thorough knowledge of Ceridian PowerPay and Dayforce Time and Attendance software or similar system to ensure system integrity and control.
- Knowledge of payroll compliance employment legislation for Canada.
- Strong knowledge of accounting and financial processes (budgeting, financial closure).
- Working knowledge of Sage 300 or similar accounting system and Microsoft Office.
- High attention to detail.
- Ability to train and coach Directors/Managers/Employees to ensure procedures and policies are followed to ensure timelines are adhered too.
- Good communicator and interpersonal skills.
- Comfortable dealing with service providers.

EDUCATION AND EXPERIENCE

- Post-Secondary Education-Business/Accounting degree or diploma with a Payroll Compliance Practitioner Certification (PCP) with 2 years of payroll and accounting experience.
- Previous experience gained within post-secondary education, government, public sector, food and beverage, or non-profit setting is preferred.