

HR Payroll Coordinator - Calgary / In-Office

Our client is a forward-thinking organization focused on a vision for education that inspires students to be technology creators and innovators. As part of their commitment to connecting with industry and post-secondary institutions, they are seeking a motivated individual to join their team.

Job Description

- Execute all payroll related functions for the organization including but not limited to preparation and submission of monthly payroll, year-end processing, ROE production, and reconciliation of CRA payroll accounts.
- Calculate and prepare payroll worksheets for new hires, terminations, leaves and adjustments.
- Manage the onboarding, offboarding and life events related to employee programs such as group benefits, Alberta Teachers Retirement Fund pension and RRSP.
- Manage employee records, ensure employee information is accurate according to employees' contract, payroll options, extended health and dental benefits, life-STD-LTD benefits, retirement benefits and reporting structure.
- Create journal entry to map from payroll system to accounting system.
- Provide troubleshooting analysis for payroll improvements and efficiencies.
- Produce HR & Payroll reports as requested for HR Metrics, payroll reporting and auditing purposes.
- Provide payroll and HRIS system orientation to new employees and leaders.
- Prepare and appropriately file/store all payroll related documents (e.g. payroll register, stop payments, worker's compensation, RRSP contribution, etc.) for future validation of actions in response to audit or compliance inquiries.
- Prepare annual WCB return for review by HR Generalist & Team Lead Payroll.
- Develop standard documents required for payroll and HR including draft forms, letters and reports as needed.

Background Required:

- Payroll Compliance Practitioner Designation considered an asset.
- School board HR and payroll experience considered an asset.
- Degree/diploma in human resources, business administration, accounting or related field
- 5-7 years previous experience in full cycle payroll processing and benefit administration or an equivalent combination of education and experience.
- Knowledge of employment-related legislation with the ability to interpret and apply provincial and federal legislation as it relates to payroll.
- Strong computer and system skills as well as the ability to work with large data sets, knowledge of HRIS and all MS Office applications.
- Previous experience in critical analysis of payroll improvements.

If you are interested, please send your resume to catherine@cbibusiness.ca