

## Job Profile

Title:	Payroll and HR Administrator	Category:	Excluded
Reports to:	Manager, Human Resources	Group:	People

### Purpose

The Payroll and HR Administrator is relied upon to provide expert advice and recommendations regarding all aspects of payroll and benefits administration services. The Administrator works independently to manage and process payroll transactions, liaises with the third-party payroll service provider to ensure payroll transactions are timely, accurate, complete and complies with corporate standards, collective agreements and regulatory requirements.

The Administrator also provides financial accounting services, including transaction processing and reconciliations, and prepares salary and benefits projections to assist with financial budgeting. The Administrator also fulfills a key lead role supporting human resource management and corporate administration operations and services.

### Accountabilities

1. Manages payroll and benefit administration services.
  - Provides advice and recommendations regarding all aspects of payroll and benefits administration, including policies and procedures, regulatory requirements, transaction processing, records management, reporting and third-party payroll processing systems.
  - Independently processes bi-weekly payroll transactions for bargaining unit and exempt employees verifying: rates, calculations, compensation levels, time sheets, leaves, shift premiums, hours of work and other variables for timeliness, accuracy, completeness, consistency with collective agreements, terms and conditions of work, corporate policies and regulatory requirements.
  - Prepares a variety of payroll reports including records of employment, T4s, etc.
  - Performs financial accounting transactions including transaction processing (e.g. Board of Directors fees), journal entries and reconciliations.
  - Creates the annual salary and benefit budget, forecasts, variance analysis and projections for Manager, Human Resources review and input.
  - Develops, manages and maintains payroll and financial records/reports and databases ensuring data is accurate, complete and timely, fulfills regulatory requirements and conforms to corporate standards.
  - Develops, maintains and updates employee benefit registration records.
  - Develops, maintains and updates payroll process documentation.
  - Performs basic to complex problem solving regarding all aspects of payroll and benefits administration and escalates unusual or unresolved issues to the Manager for resolution.
2. Provides human resources administration services.
  - Administers the employee-onboarding and departure processes, providing guidance on the completion of forms, updating employee records and systems, etc.

- Administers the Applicant Tracking System (ATS) and supports recruitment activities, including screening, shortlisting, interviewing and completing reference checks and leads competitions.
  - Prepares a variety of HR documents including vacancy advertisements, offer/regret correspondence, employment verifications, position changes, etc.
  - Provides information, interpretation and guidance regarding human resources policies and procedures and collective agreement provisions to employees and Managers in response to inquiries.
  - Administers new and existing HR systems; including the Learning Management System (LMS), Kudos and PerformYard; prepares reports and develops and supports associated processes.
  - Creates, maintains and updates job descriptions as required.
  - Provides administrative support to the employee training program and related services.
  - Contributes to the research, development and implementation of human resources plans, policies, projects, initiatives and events.
  - Represents the employer on joint union/management committees and meetings, e.g. Occupational Health and Safety Committee.
  - Provides assistance to support collective agreement negotiations, grievance processes, etc.
3. Fulfills other related accountabilities.
- Contributes to the enhancement of the positive corporate culture within the VAA, and the reputation of the VAA within the community, sector, and industry.
  - Provides administrative support to corporate services programs, initiatives, services and events.
  - Provides backup phone and reception coverage when needed
  - Prepares and/or contributes to reports, statistics, presentations and other media.

## Job Requirements

### Education:

- Education or training in accounting and payroll administration and a minimum of five years of recent, related experience\* OR
- A minimum of six years of recent (within the last seven years) related experience\*

### \*Recent, related experience must include:

- Independently providing payroll administration and payroll-related financial accounting services to an organization of similar size and complexity, and
- Providing human resource-related advice and interpretations in response to inquiries, and
- Using Microsoft Excel at an advanced level of proficiency.

### Certifications:

- Current certification as a Payroll Compliance Professional or Payroll Leadership Professional with the National Payroll Institute or equivalent professional payroll certification provider, and/or
- Registration or completion of the Chartered Professional in Human Resources (CPHR) designation.

### Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.
- Must be willing to work outside normal work schedule to meet operational requirements.

Knowledge of:

- Policies, procedures standards, best practices and regulatory requirements related to all aspects of payroll administration, systems and operations.
- Financial accounting as it pertains to payroll administration, including: journal vouchers, reconciliation, variance analysis, financial reporting, budgeting and forecasting.
- Collective agreements and human resources-related policies, procedures and initiatives.
- Employment-related legislation and regulations, including the *Canada Labour Code*.
- Corporate administration services, systems and best practices.
- Business English.

Skills and abilities:

- Excellent oral and written communication and interpersonal skills.
- Excellent numeracy and attention-to-detail skills.
- Ability to consistently provide payroll and financial administration services in compliance with regulatory requirements and accuracy standards.
- Ability to communicate financial and human resources-related concepts in a manner that can be understood by the audience.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Analytical, problem solving and judgement skills.
- Advanced proficiency with Microsoft Excel.
- Ability to use standard office software, financial applications, and content management systems (WordPress)
- Ability to adhere to corporate standards pertaining to the confidentiality, privacy and security of information and records.
- Ability to develop and maintain positive and productive working relationships with a wide network of managers, employees, service providers, members of the public and others.

Approvals

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