

Position: Payroll & Benefits Administrator

Location: Head Office, Mississauga

Reports to: Human Resources Supervisor

Status: Full-time, 1 year contract

The Muslim Association of Canada (MAC) is a nationally incorporated charity with chapters in 13 cities across Canada. We are currently seeking a Payroll and Benefits Administrator to join our Human Resources department in Mississauga. Reporting directly to the Human Resources Supervisor, the Payroll & Benefits Administrator will be responsible for the timely and accurate delivery of payroll, benefits, and employee relations programs, and provide administrative and project management support to the Human Resources Supervisor.

The Payroll & Benefits Administrator ensures that all aspects of the payroll cycle for Full-time/Part-time employees and benefits administration are processed in a timely and accurate manner and in accordance with MAC policies and statutory regulations.

Duties and Responsibilities:

- Responsible for the preparation and processing of full cycle and semi-monthly and monthly payroll for fulltime and Part-time employees;
- enter data/changes into the ADP system and prepare payroll calculations;
- review and ensure accuracy of approved payroll reports; track and deduct all garnishments and other special payroll deductions;
- Investigate and resolve payroll issues with management at various operating locations;
- Engage with support resources at ADP to correct errors/resolve issues or to implement changes to automatic calculations, deductions and G/L interface;
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to MAC policy including compliance with federal/provincial regulations;
- Responsible for entering new-hires, benefit enrollment and administration and processing ROEs;
- Reviewing information to detect and reconcile discrepancies;
- Administration of Group Insurance and Pension benefits: enrollment, coverage changes and termination, billing reconciliation and providing information to employees on payroll and benefits matters;
- Monthly, annual and ad hoc reporting on Payroll, Headcount and budgeting, including Year-End Activities;
- Generate and review T4s and RL1 slips.
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements;
- Processing EHT remittances, preparing payroll reports using Excel, entering journal entries, employee expenses;
- Calculate premiums owing and prepare payment requests for pension plan provider;

- All year-end reconciliations of T4s, RL-1s, CNESST, WCB and EHT
- Solving issues related to payroll, answering inquiries, and enforcing payroll policies;
- Maintaining vacation records, sick days and other related reports;
- Other duties as assigned

Qualifications:

- Minimum of 2-3 years multi-provincial payroll processing experience, with HR experience
- Understanding of provincial and federal payroll legislation and processes
- Experience with hourly and salaried payroll
- Successful completion of Canadian Payroll Association certification preferred
- Exposure to ADP or Ceridian payroll system is an asset
- Demonstrated track record in organization/time management, analytical abilities, accuracy and detail orientation
- Excellent problem solving/judgment skills and organizational skills, and the ability to work under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines
- Ability to maintain confidentiality and exercise extreme discretion
- Some knowledge of relevant legislation, including ESA
- Strong communication skills, both written and verbal
- The ability to work as part of a team and independently
- Demonstrated ability to learn very quickly, while holding a great deal of responsibility
- Must be tech savvy

Other Requirements

- Punctual, meticulous and reliable
- Excellent written and oral communication skills with strong attention to detail

Working Conditions

- Office environment

Compensation

- Starting salary range depends upon education and experience. Medical and dental benefits, Personal Time Off, Long term disability, Life Insurance will be offered after successful completion of probationary period.

How to Apply: Submit your cover letter and resume to careers@macnet.ca

Application Deadline: Open until filled