

Senior Payroll Supervisor
Location Edmonton Alberta
(MUST HAVE EXPERIENCE WITH AVANTI PAYROLL PROCESSING)
SEND RESUME IN MS WORD FORMAT to
michellethompson@employeremployer.com

The position is accountable for assisting in multiple activities relating to our client's payroll functions. This includes ensuring accuracy and completeness of related data, timeliness of all reports and compliance with policies, procedures and federal/provincial legislations. Position responsible for performing effectively within a teamwork environment which places a premium on the ability to adjust to changing priorities.

Duties & Responsibilities

- Reviews the payroll output and related calculation for accuracy, completeness and compliance with policies and procedures as well as federal/provincial tax and other legislations and Union Agreements. Reviews and approves Field Tickets in **SAP**.
- Expert in the **SAP** system for time entry. Actively coordinates with the Supervisor Finance Operations and the Accounts Receivable Team on billing of time.
- Reviews Reconciliation of payroll monthly, quarterly and/or annually against Finance data or other supporting documentation and reviews federal/provincial governments and other regulatory bodies reports (i.e. T4, T4A, T2200, WCB, CRA Remittances, occupational health and safety premiums, employer health taxes, etc.). Review and Approve required journal entries for financial systems.
- Keeps current with federal/provincial tax and other legislations and best practices in order to ensure the payroll program is compliant.
- Proactively recommends system enhancements that meet the ongoing needs of the Payroll, HR and Finance function; actively involved in the system conversion. Supports development and implementation activities as it relates to Payroll & HR system implementation and maintenance. Collaborates with functional and technical staff to coordinate the application of upgrades, fixes or enhancements, as applicable.
- Oversees various analyses as required to support Payroll, HR's and Finance programs. Assists management in the preparation of annual Management Incentive Program (MIP), merit increases, eligibility criteria, salary scale increments, etc..
- Assumes other responsibilities as required such as creation/design of regular, ad hoc and customized reports in payroll systems and participation in compensation surveys.
- Works with the HR & Finance team members in the development, implementation and evaluation of the effectiveness of the payroll related processes including policies and procedures.
- Acts as first point of contact for all payroll inquiries from staff. Provides ongoing support to the Human Resources and Finance teams on Payroll related issues.
- Provides support, as required, to the Finance function as outlined in the Year-End work plan and payroll audit work plans.
- Other Projects as assigned.

Working Conditions: Office environment. Monday to Friday – 8:00 am to 5:00 pm. Minimal overtime may be required for month-end, quarter-end and year-end.

Competencies

Essential:

- Ability to work well with others, work well in team environment
- Accuracy in keyboarding
- Good time management and organizational skills

- Good interpersonal skills
- Good communication – verbal and written skills
- Ability to maintain confidentiality – High degree of Confidentiality and discretion.
- Strong customer service orientation
- Maintains good attendance and timelines
- Seek and identify opportunities to improve processes, reduce waste and reduce company costs
- Excels in providing assistance and direction in maintaining operational controls and processes
- Health, Safety and Environment (HSE) oriented

Qualifications

Experience:

- Good knowledge of bookkeeping/accounting practices
- 5- 10 years of payroll administration and HRIS/HRMS experience in both non-union and union environment.
- Thorough understanding of payroll practices and Canadian legislation.
- Proficiency in the use of automated payroll, HR systems as well as word-processing and spreadsheet applications. **Experience with Avanti software and SAP Business One.**
- **Weekly payroll is a must**

Education:

- College diploma or undergraduate degree in Commerce or Business Administration, preferred.
- Payroll Compliance Practitioner (PCP), required.
- Certified Payroll Manager, required

We thank all applicants in advance however only those qualified and a Canadian Citizen or working paper or Visa authorization to work in Canada will be contacted all other resumes will be kept on file for future consideration.

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