

Position Title: SGEU Classification FAT08: Payroll and Benefits Administrator

Job Summary:

Reporting to the Manager of Finance this position is responsible for the accurate and timely reporting of payroll and benefits services. The Payroll and Benefits Administrator must possess strong payroll compliance and legislation knowledge and general accounting principles and procedures. The successful candidate will be a detail-orientated individual and part of a team that interacts effectively and professionally with customers and employees.

Key Responsibility Areas

Payroll:

- Accurate and timely processing of bi-weekly payroll for 170 Canadian employees within three separate collective bargaining agreements
- Year end taxable benefit calculations, T4 and T4A reporting
- Maintenance of payroll records for the yearly external audit
- Respond to manager and employee inquires regarding payroll transactions
- Identifies improvements in payroll and ensures that opportunities are implemented successfully.

Benefits:

- Monthly reconciliation of the benefit premiums to payroll and the general ledger
- Administration of benefits and premium remittances
- Partner with Human Resources on benefit program development and the administration of the programs, as well as lead the systems development with the payroll system.
- Handles employee benefit inquiries, new enrollments, termination and retiree reporting to our benefit service providers.

Reporting:

- Assist with budget and variance reporting for salaries and benefits accounts
- Ad hoc reporting as required

Education & Experience

- A minimum of 2 years of payroll experience
- Holds or working towards a Certified Payroll Designation through the Canadian Payroll Association
- Successful completion of 2nd or 3rd level of a designated accounting program
- Experience in a computerized software environment

- Proficient in Microsoft Office Suite

Skills & Abilities:

- Ability to maintain strict confidentiality
- Aptitude for accuracy and detail is critical
- Ability to implement and make sound decisions within a team driven environment
- Must have strong mathematical proficiency
- Ability to manage multiple, conflicting priorities, and meet strict legislated deadlines
- Uses and understands the flow of transactions in an automated payroll accounting system
- Exceptional customer service, interpersonal and business communication skills

Those interesting in applying should submit a resume and cover letter **via email** by Thursday, January 21, 2021 to:

Technical Safety Authority of Saskatchewan
Human Resources
2202 2nd Avenue
Regina, SK S4R 1K3

Email: hr@tsask.ca