

Job Description – Payroll and Benefits Coordinator

Division: Human Resources
Reporting to: Manager, Human Resources
Career Level: Staff
Pay Type: Salaried

Job Overview

The Payroll and Benefits Coordinator is responsible for providing exceptional administrative support for the weekly and bi-weekly payrolls for unionized, non-unionized and salary employees, benefits and pension programs for active and retired employees. This position is an active member of a dedicated Human Resources team that executes the Human Resources Strategic Plan for FirstOntario Credit union.

Role

- Provide payroll, pension and benefits administrative support
- Process the weekly hourly unionized employee's payroll
- Assist with the bi-weekly payroll
- Process pension and benefit plan entries, including, but not limited to, enrolments, changes, leave of absences and terminations
- Ensure all employee records are accurate and up to date, hours of work, attendance, vacation, leave of absence, overtime, and benefit entitlements
- Track part-time hours and probationary hours
- Work closely with the HR team members regarding staffing changes to provide seamless transitions for new and existing employees
- Assist with the year end process
- Maintain records for month-end reporting and remittances
- Maintain retiree and other inactive employee files for benefits purposes
- Generate reports as required to identify Human Resource metrics and initiatives
- Provide statistical information and KPI data for the Human Resources department and other departments within FCU as required
- Support the process of merit increases, cost of living increases, incentive payouts and salary adjustments with high attention to detail
- Produce and submit ROE's both within the payroll system and manually where required
- Provide support to internal and external audits for payroll and benefits (KPMG, Payroll & CRA audits)
- Ensure strict confidentiality of employment records and employee information
- Be an advocate for employee health and wellness to ensure the overall well-being of yourself and others
- Perform other duties and projects as assigned

Required Skills

- Post-secondary degree in Human Resources Management, Business Administration, or related field
- 1 – 2 years of experience working in a Human Resources or Payroll and Benefits role
- Payroll Compliance Practitioner Certification or working towards
- Experience working with Payroll systems
- An understanding of unionized work environment and the ability to work within collective bargaining agreements is considered an asset
- Be detail-oriented, highly organized and have the ability to multi-task
- Be a team player, demonstrating a positive attitude

- Appreciate the need to work independently while supporting team members and organizational objectives
- Demonstrate exceptional customer service skills
- Be quick to respond to requests for service from all stakeholders
- Take accountability and inherently demonstrate a high level of integrity and be trustworthy
- Demonstrate clear and professional written and verbal communication skills
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
- Be proficient in MS Office

Accommodations for persons with disabilities are available upon request during the application process.