

We're Recruiting For A...

Payroll Officer

Reporting to the Director of Human Resources, the Payroll Officer provides accurate and efficient payroll services for the organization and oversees the employee benefits program. The incumbent must work independently and provide strong guidance to managers and supervisors to ensure the accurate interpretation of legislation, collective agreements, and other related policy and procedures. The work performed is of a highly confidential and precise nature requiring accuracy, independent judgement, attention to detail and the ability to meet deadlines.

Compensation Range: \$55,000.00-\$65,000.00 per annum

Responsibilities include:

- Processes employee weekly and bi-weekly payroll.
- Provides end-to-end payroll administration including new hires, rehires, terminations and reclassifications.
- Calculates and coordinates payments, allowances and deductions in accordance with relevant legislation, policies, procedures and collective agreements (including union dues, group benefits, pension, etc.)
- Calculates and process periodic payments according to collective agreements, including retroactive pay, banked time pay out, etc.
- Completes monthly payroll account reconciliations.
- Provides interpretation and guidance in the areas of payroll administration for both unionized and non-unionized employees, including information on the provisions of collective agreements, departmental policies and procedures, legislation, etc.
- Ensures maintenance of payroll files and other appropriate documentation for periodic audits and supports grant applications as applicable.
- Accesses and generates data and reports to respond to inquiries from employees, departments, various financial institutions and the Canada Revenue Agency.
- Performs detailed year-end procedures; balances payroll and tax accounts, verifies taxable benefits and preparation of T4s.
- Performs other related duties, responsibilities and functions as assigned.

Qualifications & Requirements:

- Post-secondary degree or diploma in a related field such as Business Administration, Finance, Accounting or Human Resources.
- Minimum of three (3) years of direct, large-scale payroll experience.
- Canadian Payroll Association Designation (e.g., CPA Payroll Compliance Practitioner program) is an

asset.

- Experience within a unionized workplace is preferred.
- Sound knowledge of payroll regulations and administration paired with the ability to interpret and apply collective agreements and related legislation.
- Ability to work independently and maintain good working relationships with employees, department managers and other related contacts.
- Exceptional analytical, mathematical, problem solving, time management and communication skills.
- Proven ability to meet deadlines and work under pressure with a keen attention to detail in a high-volume payroll environment.
- Demonstrated working knowledge of integrated computer payroll, human resources (Payworks) and accounting information systems (Financial Edge).
- Advanced knowledge of Microsoft Office Software suite.

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: September 8, 2023