



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Payroll Officer Staff Bargaining Unit
Position Status:	Permanent, Full-time (35 hours/week) OSSTF
Department:	Financial Services
Supervision Received:	Manager, Payroll
Supervision Exercised:	Student Assistants
Location:	Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A.	Payroll Administration/ADP Payroll System Functions	60%
B.	Month-End Processing	20%
C.	Year-End Processing	10%
D.	Other Administrative Duties	10%
TOTAL		100%

This position reports to and is accountable to the Director of Financial Services and is responsible for performing tasks involved in the preparation and execution of payroll and benefit services in an efficient and effective manner. Final responsibility Responsible for completion of thee payroll cycle; must ensure accuracy of all payroll data and year end payroll procedures. In addition, this position provides specialized administrative work in processing payroll and benefits information and record keeping.

RESPONSIBILITIES:



A. Payroll Administration (60%)

- Responsible for the preparation of the semi-monthly payroll(s) for both union and non-union employees within strict deadlines
- Responsible for balancing payroll and submitting accurate payroll reconciliations on a monthly basis for Algoma University and the institutes
- Responsible for the preparation of EHT/WSIB monthly submissions for Algoma U and the institutes
- Manage the daily work activities related to the administration of payroll, including independent contractors, contractors and freelancers
- Verify and process payments such as retroactive salary increases for support staff, faculty and admin group, calculate retro payments for any employees that fall under unusual circumstances, maternity/parental leave, sick leave, and severance/termination pay
- Review and validate the accuracy of all payroll data through pre and post audit reports
- Respond to payroll & benefit inquiries from employees, managers, Human Resources, CRA, HRDC and various other external agencies
- Act as a resource to employees and associated business units on all payroll related matters
- ADP (Payroll System) Functions
 - Maintain the accuracy and completeness of all payroll related data fields within ADP for parent company and institutes
 - Ensure each employee is paid in accordance with their respective employment contract and in accordance with the relative collective agreements (if applicable) is set up correctly with the appropriate recurring pay elements, such as vacation pay, various premiums including benefits, union related deductions and any other applicable information

B. Benefits Administration (20%)

- Prepares regular payments to benefit carriers and ensures correct deductions and/or taxable benefits are allocated to employee records
- Verify and set up of eligible new employees, status changes, terminations, waiver of premium entitlements and changes in benefit plans
- Provide benefit information for a variety of reports
- Reconcile insurance premium invoices and ensure billable amount is accurate
- Maintain up to date files on Company Pension contributions and group RRSP contributions
- Calculate and input Pension Adjustments for Pension Plan participants.
- Ensure that the employee does not contribute over the CRA annual allowable amount.



C. Year-End Processing (10%)

- Responsible for communicating year end details/timelines to all employees and respond to year end inquiries related to taxable benefits
- Responsible for all payroll related year end balancing and submission of T4/T4A summaries for Algoma U and the institutes
- Responsible for accuracy of pension and group RRSP contributions for notes to Financial Statements
- Provide payroll information for Charity Return
- Provide assistance to external auditors as required

D. Other Administrative Duties (10%)

- Answer inquiries about organization personnel policies and/or collective agreement provisions
- Keep updated on current payroll issues/processes that result from changes in legislation and the Collective Agreements for staff, faculty and part-time faculty
- Ensure proper transmittal of information and distribution of funds according to employee elections
- Responsible for the processing of all scholarships/bursaries issued to students and ensuring employee's ADP file is updated with any manual cheques that are issued
- Prepare Records of Employment as and when needed and submits electronically to HRDC
- Provide accurate salary information as requested to staff, faculty, administration, sessionals and students related to contract interpretation and step increases
- Maintain and process AUC Work-study Program, Ontario Work-study Program, Financial Aid Summer Student Program, and International Work-study Program. Prepare monthly reports and submit to FAO
- Work with the Institutes directly to determine what salary/benefits can be offered to new hires based on government funding available at the time
- Assist in the development of payroll procedures and ensure compliance with Algoma U policy and payroll legislation
- Monitor areas of responsibility for opportunities for improvement and innovation; make recommendations to the Director of Financial Services and work proactively to implement these
- Other related duties may be assigned as required



WORKING CONDITIONS:

Physical Effort

Minimal

Some lifting/physical effort required for transportation of materials and setup for events

Physical Environment

Minimal:

Minimal exposure to unpleasant/disagreeable conditions

Sensory Attention

Considerable

Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention

Mental Stress

Moderate

Work activities are performed with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to the work nor result in unpleasant reaction (i.e. normal deadlines, client interactions, repetitive work, etc).

MINIMUM QUALIFICATIONS

- Undergraduate degree in business and/or accounting, PCP (Payroll Compliance Professional) is preferred
- 2 year work experience in related field preferred
- Knowledge of payroll concepts, legislation, regulations, accounting, calculations, and terminology preferred
- Experience and familiarity with Payroll/Excel/Word applications
- Good administrative, record keeping and organization skills
- Good interpersonal skills; must be a team player
- Ability to deal courteously and effectively with the public
- Commitment to understanding AU's Special Mission and the Seven Grandfather Teachings

Salary Scale: **\$58,996 to \$73,745 annually**



**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca no later than 4:00 p.m. on March 7, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.