

Payroll/HR Assistant - AD-P-19-04

Requisition #	AD-P-19-04
Job Title	Payroll/HR Assistant
Employee Group	Administration
Job Type	Part-time
Organizational Unit	Confederation College -> Human Resources & Org.Devel.
Location	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
Position Reports to	Payroll Supervisor

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Job Description

This position is responsible for the processing of a web-based biweekly payroll system, and administers and maintains employee and retiree benefits and pension systems. Duties include but are not limited to:

- Inputting and verifying all pay and benefits information in the Banner payroll system;
- Preparing and implementing a variety of employment contracts;
- Processing timesheets and maintaining spreadsheets of hours for part-time increments;
- Preparing Records of Employment in Banner;
- Maintaining payroll and personnel files and documentation, electronically and print-based;
- Reconciling and preparing monthly SunLife billings and processing journal entries;
- Completing the annual academic sick leave buy-out;
- Preparing sick leave and vacation liability reports;
- Completing monthly EI report on hirings;
- Assisting with tasks related to human resources processes such as recruitment, orientation, collective agreement administration and grievance support;
- Maintaining the HR department web page; and
- Providing front-line client service to College staff, managers, retirees, students and the general public.

Job Requirements

- Three year degree or diploma in Human Resources, or Business Administration with a focus on HR or Labour Relations;
- Two years' experience working in a computerized human resources, payroll or financial office environment;
- Ability to function under pressure while ensuring strict attention to detail and accuracy;
- Excellent problem solving skills and the ability to find creative solutions;
- Strong organizational and time management skills;
- Excellent interpersonal and communication skills;
- Proficiency in the use of computers and related software;
- Data entry/data management experience;
- Ability to understand and interpret legislation (Income Tax, Employment Standards, Pension Act, etc.) as well as collective agreements and terms and conditions of employment; and
- Ability to maintain strict confidentiality.

Salary Range	Admin Salary Band 7: \$52,929 to \$66,161
Shift Type	8:30am - 4:30pm
Other Shift Type (if applicable)	
Hours of Work	37.5
Contract Duration (if applicable)	15 months
Category	Human Resources/Payroll
Application Deadline	8/21/2019