JOB DESCRIPTION

| **TITLE** | PAYROLL ADMINISTRATOR  |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Payroll Administrator collects, verifies and processes payroll information, determines pay and benefit entitlements for employees, maintains accurate payroll records, and provides payroll information within [ORGANIZATION NAME]. This role is responsible for ensuring records are accurately maintained and administrative processes comply with internal and regulatory standards.

The successful Payroll Administrator has excellent attention to detail and exceptional mathematical and calculation skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Maintaining and updating employee data, including attendance, leave, and overtime records, to determine pay and benefit entitlements.
* Creating and validating employee earnings statements with gross and net salaries, tax deductions, union dues, garnishments, insurance, and pension plans.
* Preparing, verifying, and processing all employee payroll payments, including regular pay, benefits, bonuses, and vacation pay.
* Completing, verifying, and processing forms for pension plans, leaves, share savings, employment, and medical insurance.
* Preparing payroll-related filings and supporting documentation, such as year-end tax statements, pensions, and Records of Employment.
* Providing payroll, benefits, and collective agreement information
* Compiling, reviewing, and monitoring pay and benefits account statistics.
* Preparing and balancing period-end reports and reconciling issued payrolls to bank statements.
* Resolving payroll discrepancies
* Assisting in the development of payroll policies, procedures, or processes.
* Performing other related duties.

**Qualifications**

* X years of experience in accounting, bookkeeping, or payroll administration or as a financial clerk.
* High school diploma or GED completion.
* Post-secondary education is a plus.
* Proficient in using MS Office Suite and related software (e.g., accounting software, payroll software, HRIS)

**Core Competencies**

* Excellent attention to detail
* Exceptional mathematical and calculation skills
* Multitasking and time management abilities, as well as the capacity to prioritize tasks.
* Strong verbal and written communication
* Good research and analysis skills

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Requires extended periods of sitting and working on a computer monitor.
* May require overtime or working long hours.