

Are you READY to take the next step in your career?

We're excited to share that TESC is hiring a Payroll Administrator. As Payroll Administrator, you'll play a key role in ensuring accurate, timely, and compliant payroll processing for our growing team. It's a detail-driven, people-oriented role, perfect for someone who:

- Shows **CARE** through accuracy, confidentiality, and support to employees.
- Has the **DRIVE** to streamline processes and solve payroll challenges.
- Works with **HONOUR**, upholding trust and integrity in sensitive matters.
- Finds **JOY** in precision, service, and collaboration.

And above all, someone who's **READY** – focused, proactive, and skilled in navigating both systems and people dynamics.

What will you do:

Reporting to the Accounting Manager, you will bring precision, consistency, and a strong understanding of payroll compliance to our finance team.

Your attention to detail and knowledge of payroll legislation, policies, and collective agreements will help maintain our high standards of operational integrity. You will also be responsible for submitting all statutory remittances and providing key support across the finance department, contributing to our broader organizational goals. In this role, you'll be a trusted partner in upholding our commitment to transparency, fairness, and financial accountability.

Responsibilities:

- Accurately prepare and process weekly payroll for all employees, including hourly, salaried, and unionized workers, ensuring compliance with legislation, company policies and labour agreements.
- Interpret and apply collective bargaining agreements to ensure correct calculation of wages, dues, benefits, and other union-specific contributions such as pensions and health and welfare.
- Review and reconcile employee time and attendance records, ensuring proper coding of job classifications, overtime, shift differentials, and premiums as per collective bargaining agreements.
- Process new hires and terminations by entering and verifying employee information, including union membership, wage rates, hours worked, and Records of Employment (ROEs).
- Prepare government and union remittances for payroll including PD7A, WSIB, EHT, union dues and union pensions.
- Respond to employee inquiries regarding pay, deductions, and timekeeping discrepancies in a professional and timely manner.
- Contribute to the continuous improvement of payroll processes, systems, and internal controls to enhance efficiency and accuracy.
- Administer enrolment and payroll deductions of company-sponsored benefits and pension plans.

-
- Generate and maintain standard and ad hoc payroll reports and audit records; conduct regular reviews to ensure data integrity.
 - Process apprenticeship tax credits and ensure accurate tracking and reporting.
 - Provide training and guidance to administrative assistants responsible for field time entry.
 - Prepare and distribute T4s and other year-end reporting requirements.
 - Assist in other areas of the finance and accounting department as needed, including administrative support in procurement and accounts payable.

Job Specifications:

- College diploma in Business Administration or related field experience; equivalent work experience will be considered
- Licensed Payroll Professional (PCP) designation an asset
- Minimum of 3 years of experience in payroll administration and processing.
- Working knowledge of Jonas or other ERP systems is an asset.
- Familiarity with HRIS platforms is an asset.
- Strong knowledge of provincial and federal employment legislation relevant to payroll, benefits, and taxation.
- Experience working in a unionized environment, including interpreting and applying collective bargaining agreements, is a strong asset.
- Ability to work independently with minimal supervision.
- Demonstrated ability to handle confidential and sensitive information with discretion and professionalism.
- Detail-oriented with strong ability to prioritize tasks and meet tight deadlines.
- Team player with strong written, verbal and interpersonal skills.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.