



Job Title: Payroll Administrator

Location: Markham, ON, CANADA

Job Description Overview:

The Payroll Administrator will be responsible for the accurate and timely processing of payroll, maintenance of employee files as well as performing various clerical and HR/ accounting tasks.

Key Responsibilities:

- Process bi-weekly payroll for approximately 100 salaried, hourly employees
- Process all regular, bonuses and other special payments, if any, in a timely and accurate manner
- Payroll data entry; vacation pay outs, allowances, increases, retro-active adjustments, verifying and inputting taxable benefits, setting up garnishments, other deductions and preparing ROE's as required
- Audit payroll registers prior to transmission
- Process payroll using ADP Workforce Now Payroll system.
- Distribute paystubs, receive and file payroll registers, remit garnishments
- Review timecard data for accuracy and completeness and trouble shoot errors
- Check US time card and remind employees/supervisor/managers to fix time card issues if there is any
- Remind US supervisor/managers to process PTO ticket if it's going to past PTO start date
- Help US payroll related issues
- Set up and maintain new hires and terminations in Workforce Now.
- Reconcile payroll tax accounts
- Respond to employee and government agency inquiries in regards to payroll
- Assist team in reviewing and developing internal policies and procedures
- Assist in the preparation of month end journal entries for payroll, review and reconcile data for accuracy
- Generate reports as required
- Adhere to all procedures and policies, payroll regulations, legislation and standards
- Assist in HR tasks if needed
- Back up for US payroll and Canada HR during vacation

Knowledge, Skills and Competencies:

- 2+ years full cycle experience with payroll of 100+ employees
- PCP certification or college diploma/University Degree in Accounting, Finance, Payroll or related field of study

- Experience with ADP Workforce Now Payroll system strongly preferred
- US Payroll knowledge and experience, HR background and experience will be added assets
- Able to maintain confidential information; deal with people sensitively and professionally at all times
- Excellent attention to detail, data entry, time management and organizational skills
- Computer literacy, including effective working skills of MS Word, Excel and e-mail
- Strong communication skills both written and verbal
- Proactive and strong team work approach, good interpersonal skills
- Demonstrated knowledge of payroll and payroll tax laws required and ability to stay current on legislation changes

Application

- Please email your resume and cover letter to: CanadaHR@asus.com and include the job title in the subject line.
- We thank all applicants for their interests but only selected candidates will be contacted for an interview.
- ASUS is compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* , and recognizes its obligation to provide accommodation in the job application process to persons with disabilities on request, up to the point of undue hardship. Requests for accommodation should be directed to Human Resources.