



## **Temporary Payroll Administrator (Approx. 12 Months)**

The Toronto Zoo's mission is to connect people, animals and conservation science to fight extinction and our vision is a world where wildlife and wild spaces thrive. An iconic tourist attraction and Conservation organization, the Toronto Zoo boasts a number of leading programs for helping wildlife and their natural habitats – from species reintroduction to reproductive research. We are currently embarking on our new master plan and creation of a Community Conservation Campus. As one of the GTA's Top Employers for 2021 we are seeking an experienced Payroll professional with strong time management and attention to detail abilities to work with our Payroll and Human Resources team to continue with the implementation of the new payroll processing software and provide excellent service to our employees. You will be responsible for the processing of the non-permanent employee payroll, in addition to managing records, data and various reports. Due to COVID-19, this position will work partially remote for the time being.

**Basic Function:** Reporting to the Payroll Supervisor, this position verifies and processes payroll data, maintains payroll files, updates and manages records and ensures consistent quality and sound data integrity. Processes confidential data including, wage and benefit changes. This position will assist and provide support in implementing the Strategic Plan.

### **Responsibilities**

Responsible for the precise, timely, accurate administration and recording and processing of the payroll.

Subject to the direction of the Payroll Supervisor coordinates the full scope of the non-permanent bargaining unit payroll.

Verifies timecard information pertaining to attendance, WSIB, lieu time, overtime, etc. and inputs entries to process biweekly, computerized payrolls, within a tight deadline, for non-permanent, union staff.

Scrutinizes information, and brings to the attention of the Supervisor (as appropriate) problems on documents pertaining to updating of payroll records for hire, termination, account numbers, rate and/or grade changes, etc. Inputs changes for payroll processing and maintains records for audit purposes while ensuring compliance with legislation, policies and collective agreements.

Calculates amounts for special situation payments/deductions such as manual cheques, retroactive pay adjustments, separation of employment.

Accountable for analysing and reconciling payroll input and output in conjunction with operating, policies and procedures.

Updates employee tables on computerized payroll system and prepares customized reports through system, based on information requirements and priorities.

Maintains non-permanent employees' hourly tracking system, for seniority, benefits/sick eligibility, vacation advancement and pension entitlement.

Provides timely response to confidential inquiries from all levels of staff requiring in-depth knowledge, experience and expertise in payroll, compensation and benefits administration.

Assists guests on-site as required and ensures excellent customer service is provided by Zoo staff.

Other related duties as requested by the Payroll Supervisor and the Director of Human Resources.

### **Qualifications**

Post-secondary in finance, accounting, payroll or human resources.

Enrolment in the Canadian Payroll Association (CPA) is preferred.

Minimum of one year previous payroll experience required.

Must be able to communicate effectively both in writing and orally.

Must be able to exercise good judgement in the release of confidential or sensitive information.

Must be proficient in the use of computers including Excel and Word. Experience in computerized payroll system is an asset (preferable ADP WorkforceNow)

Understanding of payroll and related legislations is required.

Must be extremely organized, pay attention to detail and capable of working with minimum supervision.

**CANDIDATES MAY BE REQUIRED TO TAKE A WRITTEN AND/OR PRACTICAL EXAMINATION RELEVANT TO THE POSITION.**

**CANDIDATES MUST HAVE ACCESS TO A COMPUTER WITH INTERNET ACCESS TO REMOTELY PERFORM THE DUTIES OF THE JOB.**

If interested in this position, please submit your resume and cover letter no later than Tuesday, January 19<sup>th</sup>, 2021 to\*:

Email: [hr@torontozoo.ca](mailto:hr@torontozoo.ca)

\*Please state "Application for Temporary Payroll Administrator" in the subject line of your application.

**While we appreciate the interest of all applicants, only those selected for an interview will be contacted.**

The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.

The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and women