

**Department:** Corporate Services

**Division:** Human Resources

**Reports to:** Chief HR Officer's

### **Position Objective/Summary**

Reporting to the Chief HR Officer, the Compensation & Benefits Specialist is responsible for administering the biweekly payroll and the Corporation's employee benefits and pension plans in accordance with established policies, practices and legislation.

In support of the Human Resource division, this position plays an integral role in the achievement of corporate objectives by building harmonious and respectful working relationships, organizational efficiencies, and employment talent. This position works closely with the Senior Human Resources Generalist and Health and Safety Coordinator.

### **Duties and Responsibilities**

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Review all payroll, pension and benefits transactions to ensure appropriate authorization, accuracy and consistency with legislated and administrative requirements.
- Review and verify all approved employee timecards for accuracy.
- Calculate payroll adjustments including retroactive payments.
- Calculate and process all final payments and issue all record of employment (ROE) forms.
- Prepare bi-weekly payroll batches according to established standards and send to bank for direct deposit processing.
- Create, consolidate and analyze biweekly payroll reports.
- Reconcile and allocate correct benefits and pension payments to OMERS, EHT, insurance company and/or other agencies as required and arrange the remittance of funds with Accounts Payable.
- Reconciliation of payroll related documents.
- Administer the benefit and pension plans as it relates to enrolments, employee change requests, pension estimates and retirements.
- Coordinate, prepare and verify all year-end payroll processing, reconciliations and remittances.
- Create, update and maintain payroll related reports to support budgetary guidance.

- Provide excellent customer service for employee questions related to pension, benefits and payroll related matters.
- May assist with recruitment administration including job descriptions, job postings, interviews, reference checking, obtaining driver's abstracts, and preparing offer letters.
- Delivers new hire orientation and assists with onboarding logistics.
- Facilitates the employees' retirement process including retirement party.
- Processes updates in the Human Resources Information System (HRIS).
- In consultation with the Health & Safety Coordinator, initiates WSIB and long-term disability claims. Ensures documents are completed, submitted and filed.
- Manages the filing system, develops letters, memos, emails, official corporate documents, schedules training and meetings.
- Ensures security of employee records and retention periods for documents.
- Ensures HR databases are updated regularly.
- Prepares ad-hoc reports as required in support of internal audits, grievances and investigations, terminations, etc.
- Assists with research, development and implementation of HR initiatives.
- Assists with creating and updating Standard Operating Procedures for HR functions.
- May be required to take notes during meetings.
- Perform other duties as assigned.

### **Position Requirements:**

- Degree or Diploma in Human Resources, Business Administration or related discipline.
- Three (3) years experience in compensation - payroll and pension/benefit administration.
- Certification as a Payroll Compliance Practitioner is an asset.
- Working knowledge of current applicable legislation including Canadian Payroll Legislation, Pension Act and Employment Standards.
- Strong proficiency in Microsoft Office Suite and HRIS systems with experience creating and updating reports and metrics.
- Effective time management skills with the ability to prioritize and organize work to meet deadlines.
- Availability to work flexible hours when required.

### **Work Demands**

- Work will be conducted in an office environment under normal conditions with potential for re-occurring interruptions, phone calls, meeting people on site and/or off site.



COMPENSATION & BENEFITS  
SPECIALIST

Non-Union

- Normal hours of work are 35 hours per week, Monday to Friday from 8:30 a.m. to 4:30 p.m., however, must be prepared to work statutory holidays to process payroll if required.

**Reviewed by department and approved by:**

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Scott Luey – Chief Administrative Officer

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Date