

PAYROLL & BENEFITS SPECIALIST

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

The Payroll and Benefits Specialist will administer payroll, compensation and benefits. Reporting directly to the Director, Human Resources with a dotted-line to the Vice President, Finance and Administration, the Payroll and Benefits Specialist is responsible for processing both full cycle bi-weekly payroll, as well as administering all group benefits for hourly and salaried employees in both Canada and the US.

The Payroll and Benefits Specialist plays a key role in supporting both the Human Resources and Finance teams, and will spend approximately 60% of their time completing payroll and reporting functions; with the balance of time spent on human resources and benefits administration.

JOB DUTIES AND REQUIREMENTS

Job Duties

Payroll Administration

- Accurately processes bi-weekly payroll using Kronos and Microsoft Dynamics NAV (Canada) and Intuit Quick Books (US).
- Following each payroll cycle, completes Payroll Journal Entries and General Ledger reconciliation.

- Completes payroll reconciliation; refers to all related reports such as payroll register, payroll journal entries, and T4s.
- Prepares for, and reconciles the payroll month-end, year-end and year-begin processes, including accurate and timely reconciliation of earnings and statutory deductions / remittances.
- Develops detailed procedures for the preparation, documentation and disbursement of all payroll cheques/direct deposits, annual T4s, payroll taxes, employee benefit payments, garnishments, commissions and bonus payouts.
- Ensures T4s and W2s are prepared accurately and issued to employees in a timely fashion.
- Completes annual reconciliations and returns for Employment Health Tax (EHT) and WSIB.
- Ensures various government / company deductions and remittances are completed and remitted according to legislative requirements.
- Performs regular payroll audits to ensure overall data integrity; researches issues and ensures that corrections are made as required.
- Provides payroll information and amounts to Finance for payment approval and final processing.
- Completes other accounting and finance functions and reporting as required.

Human Resources & Benefits Administration

- Provides orientation, direction and ongoing support to employees in regards to payroll and benefits; familiarizes employees with Almag's policies, procedures, vision and values.
- Accurately enrolls, enters and maintains new applications / enrollments, employee changes, salary updates and terminations related to the employee lifecycle.
- Prepares accurate and detailed reports (e.g. vacation balance, headcount, absenteeism, performance appraisal completion rates).
- Creates and maintains active and terminated employee files; including filing documentation accurately and completing data entry (both paper and electronic).
- Works closely with HR service providers to administer all benefit and Group RRSP / 401K enrollments, terminations and revisions for eligible employees in both Canada and the US.
- Tracks benefits and RRSP/401K eligibility for employees and ensures timely enrollment / payroll deductions; proactively contacts employees approaching eligibility dates.
- Reconciles and processes monthly benefits billings for Canadian and US benefit providers.
- Ensures requirements for group benefits for all Canadian and US employees are met, including communication and timely completion of annual open enrolment process.
- Enrolls and maintains employees in HR Downloads training database; communicates training requirements with new and existing employees.
- Maintains vacation tracking requirements, including fiscal year-end carry over and set up of annual entitlements.
- Administers the Rewards & Recognition program (e.g. Years of Service).
- Administers long term disability and Workplace Safety and Insurance Board claims; coordinates return to work programs as required.
- Administers profit sharing and Health Care Spending Programs.
- Performs regular human resources and benefit audits to ensure overall data integrity; researches issues and ensures that corrections are made as required.
- Active member of the Social Committee; assists, leads and executes internal and external employee events.
- Active member of the Joint Health & Safety Committee, ensuring compliance with OHSA.
- Completes other human resources functions and reporting as required.

Requirements

- A bachelor's degree in a field such as Business Administration, Human Resources, or Accounting.
- Minimum of 5 years' working experience, a combination of Business and Human Resource Management experience an asset.
- Payroll Compliance Practitioner (PCP) certification and/or Certified Payroll Manager (CPM) certification (completion of or working towards the certifications)
- Proven ability to build strong working relationships, internal and external to the organization.
- Strong knowledge of payroll systems, internal controls, and management.
- Advanced proficiency with accounting software and payroll programs and applications.
- Experience in managing the processing of salaries, bonuses, commissions, and other forms of compensation.
- Knowledge of audits, income tax forms, profit sharing programs, health benefits programs, sick pay, retirement plans, and so on.
- Strong knowledge of Microsoft Office.
- A flexible team player with a proven ability to work successfully in a matrix reporting environment.
- Creative, forward thinker.
- Data analysis skills required.
- Demonstrated knowledge of change management.
- Effective communication skills with individuals at all levels of the organization.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time and project management skills.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Ability to interpret and implement company policies and procedures.
- Motivated individual with proven initiative.

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Life and AD&D
- Vision
- Employee Assistance Program
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities