

Balzac's Coffee Ltd.

Job Posting – Payroll/HR Specialist



Position Location:	Head Office, 675 Tradewind Drive, Unit 4, Ancaster, ON L9G 4V5
Position Reports to:	Finance Director
Job Type:	Full-Time
Hours of Work:	Up to 44 hours/week (Monday through Friday)

We're looking for an organized, analytical, and solutions-oriented multi-tasker with a positive attitude, to join our dynamic team and take on the role of Payroll/HR Specialist at Balzac's!

ABOUT BALZAC'S

Inspired by the Grand Cafés of Paris, Balzac's Coffee Roasters was brought to life by a burning ambition to bring that culture to the Great White North i.e. Canada.

POSITION SUMMARY

Reporting to the Finance Director, the Payroll/HR Specialist is responsible for facilitating and overseeing all payroll functions and providing administrative support in all key areas of Human Resources. Specifically, the job incumbent is tasked with reviewing and processing bi-weekly employee payments, preparing period-end reports, conducting payroll reconciliation and remittances, administering employee benefits plans, and assisting with policy development, employee recruitment and onboarding initiatives. As a solutions-oriented team member, the Payroll/HR Specialist will be accountable for maintaining employee files and ensuring the accuracy and confidentiality of financial and administrative records. This position must effectively coordinate with internal stakeholders and stay abreast of all relevant HR/payroll legislation, regulations, and best practices to ensure the efficiency of day-to-day operations.

KEY RESPONSIBILITIES

- Conduct and oversee all bi-weekly payroll activities for 175+ employees, including preparing & processing employee payments via direct deposit.
- Complete, verify and process forms and documentation for administration of benefits.
- Ensure accurate preparation, reconciliation and filing of payroll remittances and forms such as Canada Revenue Agency source deductions, Workplace Safety and Insurance Board premiums, T4 statements and Records of Employment. (i.e. HST, EHT, EI, ROEs, T4s, etc.).
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements.
- Ensure accuracy, completeness, and timeliness of all expense reporting and administration activities.
- Efficiently organize, track, and maintain employee files and information and report on employee data when required (i.e. attendance, length of employment, compensation rates, records of training, etc.).
- Manage all records and documents related to health and safety initiatives, issues and incidents, completing all WSIB and MOL claims when required.
- Oversee new employee onboarding ensuring all required employee documents are collected and filed.
- Assist with the recruitment and selection process (i.e., job posting, coordinating interviews, reference checks, etc.).
- Assist in the development, updating and implementation of policies, procedures and handbooks.

- Respond to queries on HR related topics, directing employees, managers and senior leadership to the appropriate personnel, policies, and procedures.
- Maintain knowledge of legal requirements and government reporting regulations affecting payroll and HR functions.

QUALIFICATIONS

- At least five (5) years' experience working in a professional payroll position, required.
- Experience working for an organization with multiple locations or departments, an asset.
- Payroll Compliance Practitioner (PCP), or similar payroll/HR designation certification, an asset.
- Experience with Netsuite, Payworks and/or similar payroll/HR software, preferred.

KEY CANDIDATE COMPETENCIES

- Advanced knowledge and understanding of payroll functions, including experience with relevant payroll and/or HR software.
- Excellent oral and written communication skills.
- Demonstrated proficiency in Microsoft Office Suite.
- Knowledge of relevant labour legislation.
- Commitment to strict confidentiality.
- Ability to effectively manage time, problem-solve and take initiative.
- Strong analytical and numerical skills.
- Ability to maintain a positive, outgoing and solutions-oriented attitude.

OUR EMPLOYEE PROMISE

- A casual, friendly, and supportive team culture
- Eligibility for health and benefits
- Food and store discounts

WORKING CONDITIONS

- Hybrid work arrangement – this position primarily works in an office setting but may be permitted to work remotely due to public health recommendations and office safety protocols, as assessed on case-by-case basis.
- Must be capable of coordinating multiple tasks simultaneously amidst continuous distractions, conflicting priorities, and tight deadlines.
- Flexibility required during financial year-end (i.e., ability to work and remain available during working hours as well as evenings and weekends).

HOW TO APPLY

If you think your experience, skills and career aspirations are aligned with this opportunity – please send your resume to careers@hroffsite.ca, by November 9th, 2021 and include **“Payroll/HR Specialist”** in the subject line.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a safe, healthy, diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.