

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority \(RPRA\)](#) and our vision is a circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#) and their associated regulations.

We are looking for a talented and committed individual to join us as a **Payroll and Benefits Coordinator** to support the government's efforts to protect the environment and accelerate a new economy in which all waste is reused, recycled, and reintegrated.

This is an excellent position for someone with customer service experience looking to begin and grow a career in compliance in a collaborative and learning environment.

Payroll and Benefits Coordinator

Reporting to the Chief Financial and Administrative Officer, the Payroll and Benefits Coordinator is responsible for the efficient processing, administration and accounting of payroll, benefits, and related budgets for the organization, and supports the management of finance, human resources, and records retention.

The ideal candidate will possess a blend of strong analytical skills and exceptional attention to detail with a practical, solutions-oriented mindset and creative problem-solving.

Practically speaking, you will:

- Prepares and processes semi-monthly payroll for all employees, and monthly remuneration of Board members, in coordination with payroll managed services vendor and including the preparation and maintenance of all related schedules and supporting data
- Ensures that all salaries, benefits, pension, and other remittances are paid and accounted for accurately and in a timely manner, ensuring compliance with established financial, legal and/or legislative requirements
- Performs on/off boarding and other employee information change activities in payroll, benefit, pension, time-off management, and finance systems; including appropriate, approved, timely adjustments to employee earnings and deductions as required

- Directs the accurate preparation and timely completion by payroll managed services vendor of Records of Employment and annual T4 processing, including responsibility of preparing annual T4 reconciliation
- Responsible for the preparation and completion of annual filings related to payroll and benefits, including the annual EHT filing, annual pension filings, and other CRA payroll account filings, remittances, and communications as required
- Administrates pension plan including plan member terminations, contribution calculations, submissions, and other reporting as required
- Administrates benefits plan including billing, plan member terminations, and benefits information included in payroll data
- Manage STD/LTD claims in consultation with third party vendors; work closely with employee's manager to ensure a safe to return to work plan and employee follow-up
- Administrates the time-off management system, including preparation of vacation accruals and other periodic reporting, annual entitlement assignments and adjustments as required
- Responsible for supporting audit requirements for payroll
- Manages the vendor daily relationship with third party suppliers, and remits related billings to finance team as required
- Responds to and resolves payroll inquiries from employees
- Responsible for payroll/General ledger processing, accounting, and reconciliation for the purpose of maintaining accurate account balances and complying with established guidelines
- Prepares payroll detail and related schedules to calculate program cost allocations and journal entries
- Responsible for the preparation and monitoring of the salary and benefits budget, in year financial forecasts and approved FTEs
- Calculate and process the annual merit pay cycle and ad hoc pay increases, including preparation of excel planning files, historical data, maintenance of salary grades and ranges, analysis, letters, facilitating approvals, and processing
- Compile and submit the data and analysis required to support management's compensation decisions and external salary and benefits benchmarking cycles
- Participate in the Job Evaluation Committee, the annual and ad hoc job evaluation process
- In collaboration with Senior HR Generalist, support the maintenance of Job Descriptions
- May participate as a member of the Occupational Health and Safety Committee
- Supports and/or acts as backup to the Senior HR Generalist for other activities as required
- Other duties as assigned

Qualifications

Education

- Post-secondary education or equivalent work experience
- Completion of Payroll Certification

Experience

- Over five years of experience processing and administering payroll, benefits and related accounting and financial analysis in Ontario

- Advanced Excel skills (pivot tables, lookups, conditional formatting, array formulas etc.)

Other Knowledge, Skills, Abilities or Certifications

- Ceridian Payroll (or similar) and HRIS, and SAP Software experience.
- Working knowledge of employee relations, Health and Safety, compensation, benefits practices, and Human Resources legislation (e.g., ESA, OHSA, AODA, Ontario Human Rights Code, Pay Equity Act, etc.) required.
- Strong working knowledge of software applications preferably in a Microsoft Office environment (i.e., Excel, Word, Access, PowerPoint)
- Accounting and mathematical skills
- Strong project management skills, exceptionally organized and detail oriented
- A collaborative team player who is highly motivated and interested in working in a dynamic and changing environment
- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- Demonstrated organizational skills with the ability to prioritize, multitask, and thrive in a climate of change
- Exemplary oral and written communication and problem-solving skills
- Strong interpersonal skills and demonstrated ability to work well in a small team and with stakeholders; ready to collaborate and pitch in where required
- Strong analytical and problem-solving skills, ability to provide improvements to processes and solutions
- Familiarity with documenting current and future processes
- Excellent oral and written communication and problem-solving skills
- Strong customer service orientation
- Discretion and judgment in working with confidential information
- Knowledge and understanding of regulatory environments and/or the circular economy would be an asset

Target Salary Range: \$63,246 - \$86,964

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, a defined contribution pension, personal days and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** Upon our return to the office, we will continue to support flexible work schedules but depending on the job requirements you'll need to be able to commute to our office. We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

We are a small team operating in an entrepreneurial environment. We are looking for team players who know what all hands-on deck means, can hit the ground running, and are ready to make the job their own. You'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope for you is that you'll be able to fine-tune your skills and move upward in our organization.

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

How to Apply:

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

Please submit your CV and cover letter to:

careers@rpra.ca