Payroll Officer

Department:	Finance	**Competition #:**	26-SS-14
Campus:	South – Windsor	**Classification:**	Support Staff
Posting Type:	Internal/External	**Payband:**	E
Status:	Appendix D until May 2027	**Hourly Rate:**	$30.43-$35.11
Position Testing:	No	**Hours Per Week:**	35 hours Monday thru Friday, 9:00am – 4:30pm
Clerical Testing:	Yes		
Start Date:	As soon as possible	**Closing Date:**	November 12, 2026

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY

The incumbent is responsible for processing and maintaining all part-time payroll information on a computerized system in accordance with the collective agreements, college and government policies, regulations and guidelines. This involves accurately inputting into payroll system, the hourly/salary rates and related benefits, committing dollars to individual budget accounts, checking payroll authorizations, resolving payroll disputes in collaboration with H.R. This position is in regular contact with college employees, internal departments and external organizations related to payroll preparation and payroll related issues. The incumbent works collaboratively and interchangeably with other Payroll clerks for the processing of part-time payroll.

CORE DUTIES & RESPONSIBILITIES

Processes, in accordance with strict deadlines, Part-Time Payroll Information for Staff and Students **70%**

- Analyzes data provided by the Human Resources and Finance departments to ensure the accurate remuneration of the College employees with regard to any transaction that would affect an employees pay such as: salary, deductions, benefits, retirements, termination and leaves of absence, etc.
- Analyzes reports generated from Report Manager and other sources that allow transfer of payroll information into the general ledger.
- Analyzes any changes in legislation, pension or union collective agreements that have an impact on payroll and translates these required changes for the payroll processor and ensures that they are implemented correctly into the payroll system.
- Creates and analyzes reports from the PeopleSoft system in order to verify that a specific transaction is being deducted or calculated correctly or to determine any deficiencies and implement the necessary corrections.
- Compiles and analyzes data to produce the pre T4 and T4A tax slips ensuring that all earnings and deduction fields are accumulating under the correct categories, and that the correct amounts are being deducted for items such as Canada Pension, Employment insurance, CAAT Pension, taxable benefits, etc. in order to produce the annual T4/T4A statement for employees.
- Prepares Records of Employment for employees and Service Canada.
- Prepares analysis and remittances of items such as: CAAT Pension contributions and service, Canada Pension, Employment insurance, union dues, EHT, WSIB, etc. in order to ensure that the appropriate contributions are being deducted from employees and remitted to the various agencies or organizations.
- In accordance with remittance schedules for each agency or organization, prepares remittances to agencies such as Canada Revenue Agency, CAAT Pension, Family Responsibility Office, OPSEU, EHT, WSIB etc. The incumbent must analyze and balance the payroll deductions reports, perform the various calculations to complete the remittances and ensure that the payments are made accurately and on time.
- Responsible for all new set up required to the system.

20%

Schedule the Activities for the Payroll

- Generation of the payroll documentation and schedules for the input into PeopleSoft and dates to the bank in order to ensure that all employees have their pays in their banks on the appropriate paydays. Allowance must be made for items such as banking, statutory and College holidays, and employee benefit deductions etc.
- Develops and maintains the coding system for distribution of pay statements.
- Answer incoming calls and deal with the general public both in person and on the phone. Calls must be analyzed to determine the nature of the request and be processed accordingly which may include resolution of issues by the incumbent.
- Verifies employment being mindful of the sensitive and confidential nature of the material.
- The incumbent must be knowledgeable of all aspects of payroll; backs-up the other Payroll clerk during absences.

10%

Other Duties as assigned, which include but are not limited to:

- Processes accounts payable vouchers and wires.
- Processes purchase orders.
- Assists with general mailings such as student notice letters and T4A mailings.
- Filing for the financial services department and posting journal entries.

MINIMUM QUALIFICATIONS

EDUCATION

The ideal candidate must possess a minimum of a 2-year diploma/degree in Accounting, Payroll Administration/Certification, Business.

EXPERIENCE

The ideal candidate must possess a minimum of 3 years' experience on a computerized banking payroll system. Knowledge of PeopleSoft considered an asset.

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ANALYSIS & PROBLEM SOLVING

- Payroll discrepancy when the hours reported by the manager(s) do not match the approved maximum hours on the PeopleSoft Personnel system.
- Analyze changes in legislation, pension and Collective agreements impacting on payroll.
- Preparation of remittances to agencies, e.g., Canada Revenue Agency, CAAT pension, Family Responsibility Office, OPSEU, WSIB, EHT etc. and tracks service for CAAT Pension.

PLANNING/COORDINATING

- Regular review of statutory and non-statutory payroll deductions and remittances.
- Planning for major intake of new employees or lay-off of employees (part-time).

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at https://www.stclaircollege.ca/careers/apply. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: https://intranet.stclaircollege.ca/human-resources/job-application-form.html. We do not use artificial intelligence (AI) to screen or assess applicants nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a World Education Services (WES) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to WES. Offers of employment require a completed evaluation from WES.

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.