

Payroll and Benefits Clerk

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking a part-time Payroll and Benefits Clerk to join our team.

As a Payroll and Benefits Clerk your primary role is to manage payroll and benefit processes and record the Firm's payroll accurately.

Specific duties in fulfillment of this role are described below:

Responsibilities

- › Responsible for accurate processing and recording of the Firm's payroll
- › Collect, compile and enter payroll data using Ceridian payroll software
- › Provide timely and accurate financial information
- › Perform data entry for payroll processing
- › Responsible for the coordination between payroll, the Human Resources Department and the Accounting Department to maintain accurate employee data/records
- › Ensure adherence to the firm's policies and compliance with federal/provincial payroll regulations
- › Responsible for year-end reconciliations, reporting and tax forms
- › Update payroll records by recording changes, including RRSP, tax and salary increases
- › Process new employees, terminations, transfers, promotions and leaves of absence on payroll and benefit portals
- › Responsible for calculating earnings and deductions in accordance with established practices and guidelines
- › Investigate and correct payroll discrepancies; address pay-related concerns and provide accurate payroll information
- › Prepare payroll reports of earnings, hours worked, taxes, insurance, leaves etc when requested
- › Maintain benefit statements for employees

Education and Experience

- › High school diploma, college and/or university diploma/degree required
- › Payroll certification required
- › Experience with payroll processing and, in particular, Ceridian's PowerPay program is a must
- › Experience performing payroll clerk duties in a professional services environment is required; law firm experience is an asset

Key Competencies

- › Communication skills both verbal and written essential
- › Excellent knowledge of the rules and regulations in Ontario and Canada for payroll
- › Forward thinking, able to take initiative and problem solve
- › Mathematical aptitude
- › Organization, analytical skills to identify problems efficiently, and attention to detail
- › Must be able to handle time-sensitive tasks and materials and deal with them accordingly
- › Demonstrate friendly, cooperative attitude and maintain a high level of collaboration
- › Computer experience - should be skilled with using Microsoft Word, Excel and Outlook and adaptable and able to learn new programs as they are introduced
- › Flexible and reliable in schedule
- › Excellent understanding of customer service and team oriented
- › Versatile payroll administrator with range of clerical skills
- › Strong data entry and numerical skills
- › Strong understanding of accounting principles
- ›

Qualified candidates are asked to submit their résumé and cover letter [HERE](#)

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests to:

*Barbara Russell
Director, Human Resources*