

Payroll Coordinator

Holland Landing, ON

About Us

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

About the Role

The roles of the Payroll Coordinator are to co-ordinate payroll as well as manage and process all Inscape Corporation payrolls Inscape Inc. and Inscape (New York) Inc.

Primary Tasks & Responsibilities

Manage and process the following Inscape Corporation Payrolls:

- Inscape Corporation Salaried Employees
- Inscape Corporation Systems Division Hourly Employees
- Inscape Corporation Filing Division Hourly Employees
- Inscape Inc. U.S Field Sales Employees, West Elm and US Walls
- US and Canadian REP Group Commissions

Responsibilities

- Ensure all payroll processing is completed in an accurate and timely fashion
- Ensure compliance with all government legislation and Company policies
- Communicate with various tax agencies (Canadian and US) and benefit providers
- Maintain certification with the Canadian Payroll Association
- Continuous improvement of all payroll functions through keeping current in best practices
- Oversee the final processing and auditing of all payrolls for accuracy
- Provide training on new processes to back-up as required

Other Duties

- Process enrollments for Company benefits in payroll systems
- Process, maintain, remit and balance all required benefit and payroll remittances
- Update annual vacation entitlements for all employees in HRIS
- Track and reconcile salaried vacation and exceptions
- Issue Record of Employment documents and respond to all HR and Service Canada requests as required
- Process all garnishment orders and remit on time
- Create Crystal Reports or Power Query Reports for HR, accounting as requested
- Process Year End / New Year and associated audits, reconciliations, pension adjustments & reporting
- Process Company annual increases and retro pay each year

- Annual US Worker's Compensation audit
- Back up Payroll & Benefits Team Leader

Knowledge, Skills, Abilities & Education

- Certification with the Canadian Payroll Association.
- Minimum 3 years payroll experience (preferably with Ceridian's HPL and ADP's RUN).
- Advanced knowledge of payroll functions and practices.
- Advanced knowledge of payroll legislation.
- Intermediate knowledge of Excel.
- Intermediate knowledge of Crystal Report Writer or Power Query.
- Basic understanding of U.S. payroll.
- High degree of interpersonal skills as well as excellent verbal and written skills.
- Must enjoy working for and serving others, have thorough attention to detail, be well organized and have an ability to handle multiple tasks independently and without supervision.
- Comfortable dealing with people at all levels within and outside our organization, including senior payroll providers and government regulatory bodies.
- Diplomacy and tact in dealing with confidential issues.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**