



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Payroll Specialist

Job ID	372772-1-5350	
Web Address	https://careers.indigenous.link/viewjob?jobname=372772-1-5350	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-03-22	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team

The HR Operations and Technology team is part of a group of human resources experts and innovators who contribute to the achievement of Toronto Metropolitan University's strategic priorities. They partner with their clients to create and deliver outstanding practical and strategic human resource solutions, programs and services that enhance workplace culture, engagement and inclusion. They are at the forefront of TMU's HR transformation to evolve and innovate the IT functionality, reporting and analytics and they are committed to creating seamless processes for record keeping, payroll, TMU's employee web-based applications and more. You can find out more about our people's first philosophy and values by reading about who we are and what we do.

The Opportunity

As a Payroll Specialist, you will be responsible for processing biweekly, monthly and/or weekly payrolls, ensuring the University's payroll and benefits obligations are met, and ensuring

compliance with internal collective agreements, policies and procedures as well as external government regulations. In this role, you will be performing other payroll responsibilities such as producing ROEs, preparing remittances, investigating and resolving pay issues and end user testing for payroll system changes.

Qualifications
To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of post-secondary education in Finance, Accounting or other business-related discipline and at least 5 years experience as a payroll administrator in a large, unionized organization, or an equivalent combination of education and experience;
- National Payroll Institute (NPI) – Payroll designation required (or in process).
- Experience working with HRIS/payroll applications, PeopleSoft preferred, and knowledge of computer-based applications, such as word processing and spreadsheet applications, Internet, etc.
- Excellent verbal and written communication
- Excellent organizational skills to ensure quality and timeliness of work
- Excellent client service orientation; ability to be responsive to inquiries while maintaining confidentiality
- Understanding of and sensitivity to principles of equity, diversity and inclusion.

Additional Information

Position Number(s) 20004617
Reports To Assistant Manager, Payroll & Time Management
Vacancy Type TERM
Employee Group MAC
Start Date ASAP
End Date 12 months after start date
Hours of Work 36.25
Grade and Step C41
Salary Scale \$59,825 - \$95,565
Application Close Date April 14, 2023

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the

Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Payroll Specialist](#)