

Payroll Clerk

Overview

Our story began in 1903, and since then, we've been a food company powered by deep values, a family atmosphere and our very own kind of entrepreneurial spirit. Today we're a company filled with fresh energy. We are going places in the grocery business at full speed, and we're looking for amazing people to join us on this exciting journey.

The payroll clerk is responsible for all tasks involved in processing payroll in a people-centric, values-focused company. As a Payroll Clerk maintains employee records and inputting data into systems for accurate and efficient payroll delivery.

Reporting to the Payroll Manager, the duties and responsibilities include but are not limited to:

Job Duties

- Administer full cycle payroll processing and year end processes
- Compile payroll data and maintain records in accordance with internal payroll processes
- Prepare computer input forms and enter payroll data into the system for the efficient delivery of payroll and ensuring employees receive their pay on time.
- Prepare reports and statements related to payroll; maintaining compliance with financial, legal, audit and/or administrative reporting requirements
- Acts as first point of contact for payroll inquiries; employee questions and issues related to payroll are addressed and resolved in a timely manner.
- Reviews time and attendance records in the system; ensuring records are accurately recorded and escalate any required adjustments.
- Performs filing and maintenance for various payroll materials

Street Credentials

- Post-Secondary designation in Human Resources, Business, Finance, Accounting or a related field.
- Minimum of 2 years' current payroll processing experience.
- Payroll certification (PCP) or significant progress towards completion preferred.
- Union experience helpful but not required
- Pride yourself on your ability to communicate with all levels of the company based on an open, collaborative and a solution focused mindset coupled with a high degree of trust, credibility and confidentiality.
- Attention to detail, together with the ability to effectively organize and prioritize work while remaining flexible and willing to meet the needs of employees.
- Genuine passion about internal and external experiences and desire to ensure a positive experience with every interaction.
- Exceptional written communication as well as proficiency in the use of payroll systems (e.g. ADP WFN, Ceridian) and the Microsoft Office Suite.
- Demonstrates an understanding of available technologies, how to use them, and the value they provide.
- Continuous learner with a naturally curious mindset, keeping abreast of developments and innovations in the payroll space.
- A team player, who is willing to roll up their sleeves and jump in to support the team
- Optimistic and open to new ideas or challenges that may come your way.