JOB OPPORTUNITY

Position Title: Payroll and Benefits Specialist
Position Type: Regular/Full-Time
Location: Mississauga, ON
Job Grade: 5
Salary Range: $62,764.00 to $87,880.00/year
Hours of work: 36.25 hours/week
Reporting to: Manager, Human Resources
This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs,** including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Payroll & Benefits Specialist reviews and processes STO's bi-weekly payroll for all employees (union and non-union), as well as STO's board members. This role is also responsible for inputting and validating all employee changes (new hire, termination, employee status changes, impact on benefits, salary changes, RRSP) into the STOs HRIS.

The Payroll & Benefits Specialist provides exceptional customer service, while responding to questions from employees and resolving matters in a timely manner. The incumbent has extensive knowledge of Revenue Canada Regulations, the Employment Standards Act, as well as STO's Collective Agreement and payroll related policies and procedures.

Responsibilities:

Payroll

- Responsible for the daily management of STO's payroll, benefits (including RRSP) and position management within STO's Human Resources Management System – ADP Workforce Now.
- Processes bi-weekly payroll for employees (union and non-union), and board members.
- Ensures compliance with applicable government legislation(s), as well as the STO's Collective Agreement and policies.
- Liaises with HR Business Partners and department staff to ensure proper flow and maintenance of employees' data, e.g.: leaves, head count, retirement, etc.
- Implements initiatives to develop, adjust and/or enhance payroll and attendance processes and operations, which may be in response to changes in regulations, policies, collective agreement provisions, etc.
- Prepares all year-end activities and filings to various government bodies and institutes: CRA, EHT, WSIB, RRSP.
- Generates payroll, and benefits related reports on a weekly, monthly or ad hoc basis through ADP.
- Resolves errors and implements controls, checks and balances with accompanying processes.
- Provides input and recommendations on HR/payroll process improvements and efficiencies.
- STO's Subject Matter Expert (SME) on the payroll system and subsystems, provides system orientation to all new employees and refresher training, as needed.

Benefits

- Administers STO's benefit programs for employees (union, non-union, full time & part time).
- Administers secondary benefits programs including RRSP plans, employee assistance plans (EAP).
- Responsible for processing enrollment, all changes and terminations.
- Research and prepare recommendations for compensation, benefits and pension/RRSP programs.
- Liaises with providers to verify accuracy and reconciliation of benefit usage and administration.
- Acts as the primary user and SME of the ADP and benefit system(s).
- Maintains data integrity within and across systems, conducts system audits and reconciles to ensure data accuracy.

- Monitors data interfaces and resolves issues.
- Maintains complete and up-to-date process documentation. Identifies and proposes solutions for system and process improvements and efficiencies.
- Conduct orientation sessions on the organization's benefit plans, as required

ADP:

- Inputs all employee information and any changes that occur during an employee's employment cycle (new hire, profile changes, salary history, termination and all other activities associated with the employment cycle, etc.) into ADP and benefit portal(s).
- Ensure all employee data is entered into and maintained within the prescribed timelines and with accuracy, quality, and efficiency.
- Maintains data integrity, conducts system audits and reconciles discrepancies to ensure data accuracy.
- Creates and maintains a variety of reports including turnover, demographic and other key metrics.

Qualifications:

- Minimum of five (5) plus years' experience in payroll, HRIS and benefits.
- Completion of a post-secondary program in a related field; PCP or CPM designation is an asset.
- Working knowledge of ADP Workforce Now is an asset.
- Strong working knowledge of Employment Standards Act and legislation related to payroll.
- Experience with Microsoft Office, specifically Excel and Dynamics 365 at an intermediate to advanced level.
- Maintains employee confidence and protects payroll operations.
- Ability to identify and resolve changes in payroll data and complex mandatory forms for both the provincial and federal government (e.g., T4's, ROE's).
- Excellent verbal and written communication skills to respond to inquiries from staff regarding payroll, pension/RRSP and benefits.
- Advanced writing skills to create or make recommendations about payroll, compensation and HRIS policies and procedures.
- Strong attention to detail, political acuity.
- Ability to exercise good judgement.

Knowledge of:

- Payroll and benefits administration methods and processes to administer the payroll, benefits, RRSP programs for the organization.
- Applicable federal and provincial legislation related to statutory/non-statutory deductions (e.g. CPP, Income Tax, EI, and ESA).
- The operations of the STO's payroll and financial systems to input payroll and benefits data; maintaining employee data in the HRIS and resolving any errors/omissions in a timely manner.
- Advanced proficiency with MS Office software, particularly Word and Excel.
- The use and capabilities of various programs (MS Office Suite and ADP Workforce Now) to develop reporting on payroll, RRSP and benefits related data.
- Payroll transactions to ensure accuracy of pay, deductions and changes in payroll.
- Filing and records management processes and best practices to develop and maintain various manual and computerized filing systems related to the payroll, RRSP and benefits program.
- Accounting knowledge to perform journal entries and payroll account reconciliations on ADP Workforce Now.

Skills:

- Ability to exercise tact and discretion in dealing with sensitive and confidential information.
- A commitment to accuracy, attention to detail and the ability to work to tight timelines.
- Ability to work in a fast-paced environment, which often has multiple competing priorities. Incumbent is able to organize work schedule to deliver successful results, within designated timeframes.
- Strong analytical, problem solving and critical thinking skills, backed by a strong customer service orientation.
- Excellent communication and interpersonal skills and the ability to work well with employees at various levels of the organization.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- Employee Assistance Program (EAP) through TELUS Health with employee perks

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening

- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

How to Apply: Please submit your application by **November 20, 2026** via ADP, following the link: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&ccId=19000101_000001&jobId=617197&lang=en_CA&source=CC2

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.