



Position Description

Job Title Payroll Coordinator

Reporting to VP, Finance and Corporate Controller

Location Oak Park, Michigan

Position Summary The Payroll Coordinator is responsible for global payroll processing – geographic locations include USA, Canada and the UK. Further, accountable to the finance group ensuring all information is processed accurately in a timely manner.

Essential Duties and Responsibilities

Payroll Administration

- Collection, preparation, verification and the processing of payroll adjustments for existing employees as well as new hires and terminated employees on a regular basis (coincides with payroll cutoff timelines – various).
- Ensures compliance with payroll controls including the use of control forms as well as following procedures related to Canadian SOX controls.
- Ensure all deductions and taxable benefits are correctly computed and accounted for in earnings (i.e. stock options benefits, medical and dental premiums, health insurance, etc...).
- Process bonus and other miscellaneous (relocations, accommodation) payments as required from time to time.

Accounting and Record Keeping

- Maintain vacation entitlements, sick leave, etc., records.
- Ensure all source deductions are remitted in a timely manner and accrued for as necessary.
- Ensure all liabilities associated with payroll are properly recorded (i.e. vacation accruals, bonus accruals, payroll cutoff accruals, etc...).
- Prepare all journal entries related to payroll for various entities.
- Maintains all records related to payroll and ensures records are filed on a regular basis (in compliance with accounting and HR policies).
- Liaise with auditors and insurance companies in respect of payroll queries.

Monthly / Quarterly Reporting

- Ensure all US, Canadian and UK payroll reports are filed, maintained and reconciled (i.e. tax remittance reports, W2's, T-4's, P11D's, etc...) on a periodic basis.
- Organize and communicate employee census monthly
- Prepare budget to actual variance reports (as related to payroll and benefits only)
- From time to time, assist with the preparation of payroll related information for various external disclosure documents (i.e. management proxy circular, quarterly related parties notation, etc...).
- As required, assist with yearly salary surveys

Education, Specialized Training and Experience Required

- Minimum 5 years experience processing US, Canadian and UK payroll (or combination thereof).
- Must possess a Certified Payroll Professional (CPP) designation or equivalent thereof. Will consider those candidates working towards a designation.
- Prefer a bachelor's degree (preferably in accounting/finance or commerce).
- Working knowledge and familiarity with ADP and related HRIS systems.
- Familiarity with ERP systems (i.e. IFS and M2M).
- Experience with US, Canadian, and UK tax authorities.

Skills/Knowledge/Traits

- Ability to maintain a high degree of confidentiality.
- General knowledge of and familiarity with employment standards and privacy acts of US, Canada and the UK.
- General accounting knowledge and understanding how payroll interfaces into the general ledger.
- Ability to work as a team and be a "team player".
- Good verbal and written communications skills.
- Excellent customer service skills.
- Highly reliable and well organized; capable of balancing several projects and maintaining priorities.
- Thorough attention to detail
- Works independently with minimal supervision.

Ability to travel about 5 - 10%, potential for higher travel during training period.
Ability to work additional hours as needed.