

HRIS and Payroll Analyst

Duration:

Indeterminate, Full
Time - Nine (9) Month
Probation Period

Division:

Human Resources

Salary:

\$58,227.00 -
\$65,773.50 per year
(37.5 hours per
week)

Deadline To Apply:

Details

Purpose:

The HRIS & Payroll Analyst is responsible for the effective administration, maintenance, and optimization of the Human Resources Information System (HRIS) and providing support to the Payroll Specialist as needed. This role ensures accurate and timely payroll processing, provides data analysis and reporting to support decision-making, and contributes to the development of HRIS processes that improve efficiency and compliance.

Roles & Responsibilities:

HRIS Administration:

- Maintain and update employee data in the HRIS, ensuring accuracy, integrity, and confidentiality.
- Support HR system updates, enhancements, and implementations.
- Troubleshoot HRIS issues and work with vendors or Information Management to resolve problems.
- Point of contact for resolving HRIS inquiries across the organization.
- Develop and provide user support, training, and documentation for HRIS processes.
- Identify opportunities to improve HRIS for greater efficiency and accuracy.
- Collect and analyze HR data, translating data into appropriate metrics.
- Prepare reports, respond to data and report requests by HR leadership, and maintain dashboards to facilitate decision making.
- Act as a communication liaison for the HR unit, communicating vital information to employees, ensuring timely and accurate distribution of essential updates and announcements.

Payroll Support:

- Validate timesheets, earnings, deductions, benefits, and other payroll elements.
- Ensure timely remittance of statutory deductions, benefits, and other payments.
- Respond to payroll-related inquiries from employees and managers in a timely and professional manner.
- Generate regular and ad hoc reports on HR and payroll data for management, finance, audit, and compliance purposes.
- Assist with year-end reporting, audits, and filings.
- Support the HR team with special projects and initiatives.
- Backup to the payroll specialist, administering weekly pay run as needed.

Education & Experience:

- Bachelor's degree in Human Resources, Accounting, Business Administration, or a related field, plus three (3) years relevant experience OR
- DEP in Accounting, plus five (5) years relevant experience OR
- High School Diploma, plus seven (7) years relevant experience.

Canadian Payroll Association (CPA) certification and/or experience working with HRIS systems is an asset.

Knowledge, Skills, Abilities:

- Basic knowledge of payroll, accounting, and bookkeeping principles and procedures.
- Basic understanding of Canadian tax laws, labor regulations, and payroll compliance.
- Proficient in Microsoft Excel and other MS Office applications.
- High level of accuracy and attention to detail.
- Strong analytical, problem-solving, time management, and organizational skills.
- Excellent communication and interpersonal skills.
- Knowledge of Ceridian/Dayforce HRIS is an asset.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Ability to maintain confidentiality and handle sensitive information.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- Willingness to learn the Kanien'kéha language.

Working Environment:

- Five-day work week (8:30 a.m. – 4:00 p.m.) is performed in an office environment.
- Moderate to high stress due to workload and deadlines.
- Occasional overtime required to meet payroll deadlines.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**