



**JOB TITLE:** Payroll and Human Resources Administrator  
**DEPARTMENT:** Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Payroll Specialist and Human Resources Manager  
**LOCATION:** Commerce Court West, 199 Bay Street, Toronto

**JOB STATEMENT:**

GCG is a diversified financial services company that services the needs of a broad range of clients. As we continue to create and maintain value while growing the various segments of the company, GCG has an immediate need for a Payroll and Human Resources Administrator. The main responsibility of this position is to process and consult on payroll and benefits matters for GCG’s various business divisions. The Payroll and Human Resources Administrator will also assist with various administrative Human Resources functions.

**ESSENTIAL FUNCTIONS:**

- Collecting and compiling payroll data;
- Inputting payroll data on a semi-monthly basis to the Ceridian payroll system based on authorized file documentation, including on-boarding, off-boarding and changes;
- Verifying and balancing payroll information from Ceridian;
- Administering and verifying benefit enrolments, changes and terminations;
- Reviewing, balancing and paying invoices for group and voluntary benefits;
- Administering bonuses and special payments;
- Assisting with the administration of the Pension Plan, including remitting contributions and preparing annual statements;
- Preparing year-end reporting and documentation including T4s and T4As;
- Maintaining the vacation and sick leave records;
- Responding on payroll and benefit matters to employees and external agencies;
- Assisting in the on-boarding process - background checks, preparing and delivering new employee payroll and benefits packages, etc.;
- Maintaining payroll and HR files and records; and
- Assisting with other payroll and HR related functions as required and assigned.

**QUALIFICATIONS:**

- Post-secondary education
- Payroll Compliance Practitioner (PCP) certification, or working towards
- Minimum of 2 years of experience in a similar role
- Ability to manage confidential information with a high degree of diplomacy
- Detail oriented and accurate
- Ability to work independently and as a team member
- Excellent analytical and problem-solving skills
- Strong communication and organizational skills
- Professional attitude and customer centric
- Strong knowledge of Microsoft Outlook, Word, Excel and PowerPoint
- Previous experience with the Ceridian Dayforce system, an asset

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*