



No.: CUPE C-23-0301UE
POSTED: December 5, 2023
DEADLINE: 4:30 p.m. January 16, 2024

Payroll Cost Analyst
1 – Permanent Position
Compensation Services
CUPE Local 4400 Unit C - Grade M (12 Month)
\$37.44 – \$44.23 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting Senior Payroll Accounting and Reporting Analyst, the Payroll Cost Analyst will:

- *Ensure that deductions and remittances have been made to Carriers and other External Agencies as per collective agreements, statutory, and legislative requirements; and*
- *Provide management with various reports that provide a snapshot of liability account status and analysis of any problematic trends.*

Summary of Duties:

- Review SAP financial data on a daily basis to ensure integrity and accuracy, analyse discrepancies and prepare journal entries to ensure the appropriate accounts are charged/maintained accurately
- Audit payroll files to ensure all files have been posted to correct GL;
- Audit to ensure that all payments have been made on a timely and accurate basis;
- Analyze expenditures to ensure they have been posted to the correct responsibility unit;
- Conduct budget-costing review to ensure that costing has been accurately posted to ensure proper reflection of expenditures to date;
- Prepare journals to perform transfers;
- Ensure all remittances & reporting requirements have been done in an accurate & timely manner;
- Analyze Revenue Canada remittances to ensure timely and accurate reporting;
- Monitor the liability accounts and highlight problems to ensure that obligations are continually met in a timely manner in order to avoid penalties and ensure expenditures are allocated and reconciled to proper accounts;
- Analyze GL accounts (e.g., advance, unapplied cash, overpayments etc) to determine if outstanding balances are being processed in a timely manner;
- Identify problems and recommend resolutions;
- Assist with checking FI & 3rd Party Simulation and running FI and 3rd Party Production;
- Assist with balancing the net pay report and provide detailed information;
- Provide backup support to upload payroll advance cheques;
- Other related duties as assigned.

Qualifications:

- Three year community college diploma in Business Administration with two years' experience in a related accounting position, or an equivalent combination of education and experience;
- Professional Payroll Designation (PCP, PLP);
- Successful experience in cost accounting and analysis of accounts and reporting;
- Detailed knowledge of GL posting and understanding of GL accounts;
- Enrolment in Certified General Accountant program and/or Payroll Management Certificate program with successful completion of related courses;
- Strong customer service with a focus on Service Excellence;

- Proficient keyboarding skills and expertise in the use of computer technology (e.g. e-mail, wordprocessing, spreadsheets, data bases, HR/Payroll information systems and financial information system)
- Good oral, written, interpersonal and organizational skills; and
- Strong analytical and problem-solving skills.

Assets:

- Completion of Certified General Accountant program (CGA)
- Completion of Payroll Management Certificate Program (CPA)

Location: 5050 Yonge Street (Wheelchair Accessible) (Hybrid Work Eligible)

Hours: 35 Hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-23-0301UE** in the subject line
3. Apply no later than 4:30 p.m. on **January 16, 2024**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the hiring process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103, Flexible Working Arrangements](#) for more information.