



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Payroll/HR Administrator**

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The Payroll and HR Administrator is responsible for the accurate and timely processing and administration of payroll and assigned human resources processes. The incumbent will serve as a key operational resource supporting employee lifecycle administration, benefits and pension, data integrity, compliance, and employee inquiry resolution. The role functions within an HR department that operates in a hub-and-spoke model and works in tandem with the HR Business Partners to support coordinated service delivery and consistent application of HR processes and practices. The Payroll & HR Administrator reports directly to the Director, Human Resources, with a dotted-line reporting relationship to the Sr. Director, Finance. The incumbent will work cross-departmentally in close collaboration with Finance, PEO leadership, employees, and external vendors to ensure payroll and HR transactions are completed accurately, efficiently, confidentially, and in accordance with legislative and organizational requirements, while contributing to process consistency, issue resolution, reporting, and continuous improvement.

Responsibilities

- Administers end-to-end payroll processes accurately and within established timelines, including regular and off-cycle payroll, overtime, statutory holiday pay, retroactive adjustments, deductions, remittances, and year-end activities.
- Maintains, audits, and validates payroll and employee data, timekeeping records, employment changes, and supporting documentation to ensure accuracy, reconciliation, and compliance with applicable legislation, internal controls, and established procedures.
- Prepares and submits payroll-related documentation and statutory filings, including T4s, T4As and T2200 forms, Records of Employment, and other required reports or remittances.
- Administers employee benefits and pension processes, including enrollments, changes, terminations, eligibility updates, contributions, and coordination with external providers.
- Acts as a key point of contact for payroll, benefits, and HR administration inquiries, including management of applicable email inboxes; investigates discrepancies, resolves routine and moderately complex issues, and escalates matters as appropriate.
- Supports employee lifecycle administration, including recruitment, onboarding, employee record maintenance, organizational and employment changes, offboarding, and associated system updates within HRIS and other platforms.



- Maintains confidential employee records, payroll files, and related documentation with a high degree of accuracy, discretion, and attention to detail.
- Monitors compliance requirements related to payroll and HR administration and supports adherence to employment standards, payroll legislation, privacy requirements, internal policies, and audit expectations.
- Supports payroll reporting, reconciliations, general ledger or journal-related information, and other administrative deliverables required by Human Resources and Finance.
- Identifies and implements opportunities to improve administrative workflows, enhance documentation, strengthen process controls, and promote consistency and efficiency across payroll and HR operations.
- Performs other duties as assigned to support the payroll and HR functions across the organization.

Specialized Skills and Knowledge

Education/Qualifications:

- Minimum 5–7 years of progressive experience in Canadian payroll (preferably Ontario) and human resources administration, including responsibility for and employee administration activities.
- Experience independently managing recurring payroll, benefits, pension, and employee lifecycle transactions within a multi-stakeholder environment.
- Demonstrated experience with statutory deductions and remittances, year-end processing, and employment-related documentation.
- Proficiency using Dayforce or a comparable HRIS platform; strong data analytics and reporting skills are required.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, maintain accuracy, and meet established deadlines.
- Strong communication and interpersonal skills, with the ability to provide clear information, respond to inquiries professionally, and build effective working relationships with employees, leaders, HR Business Partners, Finance, and external vendors.
- Ability to handle sensitive and confidential information with discretion, professionalism, and sound judgment.
- Ability to work independently, exercise judgment within established parameters, and contribute to process consistency and continuous improvement.
- Post-secondary education in Human Resources, Payroll, Business, Accounting, Finance, or a related field is preferred.
- Payroll Compliance Practitioner (PCP) designation completed or in progress is considered a strong asset.



Anticipated Salary

The expected annual salary for this position is \$73,000 - \$80,000

Vacancy Status

This is a vacant role within the organization.

Application Deadline

If interested in this role, please forward your **resume and cover letter** to peocareers@peo.on.ca by Tuesday, July 21, 2026.

Disclaimer: The selected candidate will be subject to a background check as part of the hiring process.

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.