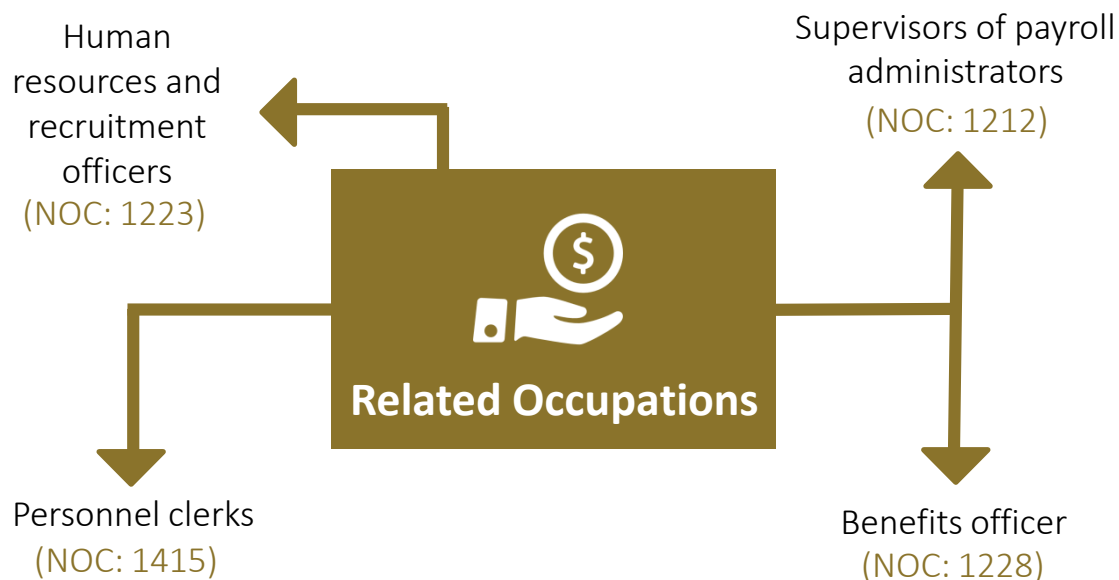


PAYROLL ADMINISTRATORS (NOC: 1432)



Payroll administrators collect, verify and process payroll information, determine pay and benefit entitlements for employees, maintain accurate payroll records, and provide payroll information within a department, company or other establishment. They are employed by payroll administration companies and by establishments throughout the public and private sectors.

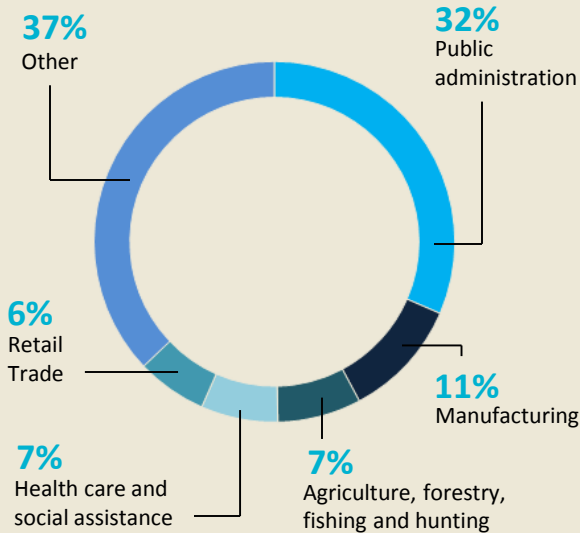


Relevant **work experience** or completion of **college** or other **courses** in accounting, bookkeeping or payroll administration.



Work Prospects (2018 - 2020): **Good**

Employment by Industry



Examples of duties performed

- Maintain and update employee information, such as records of employee attendance, leave and overtime to calculate pay and benefit entitlements, in Canadian and other currencies, using manual or computerized systems
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans
- Prepare, verify and process all employee payroll related payments, including regular pay, benefit payments, and special payments such as bonuses and vacation pay



Sample Job Titles

Pay advisor

Pay and benefits administrator

Pay and benefits clerk

234

Job Openings
2017-2026

\$22.93

Median
Wage
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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