MCAP

Sr. Payroll Advisor

Requisition	req2280 · October 19, 2026
Work location	Toronto (ON)
Employment	Permanent, full-time
Base salary	CAD $75,000 to $85,000
Openings	1
Department	Human Resources

Role

Deliver accurate payroll on time, including deductions, payments, accounting, reconciliations and analytical reporting. Advise employees and managers on payroll, benefits and leaves.

Payroll operations and controls

- Process semi-monthly payroll from start to finish for about 750 employees across Canadian provinces, working with the payroll team. Audit master data, workflow approvals, payroll records and timesheets for accuracy and compliance with legislation and internal controls.
- Oversee the shared payroll inbox and resolve inquiries within service standards. Calculate statutory deductions, garnishments, family support, benefits and retirement deductions.
- Issue Records of Employment and T2200 forms. Prepare monthly headcount reports, journal entries, general-ledger reconciliations, government remittances and quarterly and annual filings.
- Assist with year-end reconciliation, preparation and distribution of T4s and resolution of system issues. Improve payroll efficiency, controls and employee experience.

Benefits and leaves

- Manage enrolment and ongoing administration of health, dental and savings plans including RRSP, DPSP and TFSA, in coordination with vendors. Reconcile bills, analyze variances and resolve discrepancies to support management decisions.
- Work with employees on maternity or parental leave to explain benefit continuation and payment obligations and answer questions.

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Qualifications

- At least five years processing payroll in a mid-sized organization and a Payroll Compliance Practitioner (PCP) designation. Advanced payroll software and Microsoft Office skills. UKG payroll and workforce management and payroll accounting experience are assets.
- Experience administering RRSP, DPSP, TFSA and health and dental programs. Strong attention to detail, analytical skills and problem-solving.
- Organize time effectively, build stakeholder confidence at all levels and communicate well. Show initiative, resourcefulness, integrity and accountability in a fast-moving environment.

About MCAP

MCAP recognizes expertise, teamwork and excellent service through competitive total rewards, formal and informal learning, and opportunities in an entrepreneurial, diverse workplace.

The company describes itself as Canada’s largest independent mortgage finance firm, with over $150 billion in assets under management. For over 35 years it has originated, traded, securitized and serviced residential and commercial mortgages through offices across Canada. It originates residential mortgages exclusively through brokers, promotes their services nationally and has spent over 25 years in residential construction lending, serving developers, builders and lenders.

The advertisement outlines the general scope and level of the job. Duties and qualifications may extend beyond those listed. MCAP offers equal opportunity and aims to make recruitment and employment inclusive and accessible. Applicants can request accommodation.

To apply, look for requisition req2280 on the MCAP careers portal.

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