

JOB POSTING

Payroll Coordinator

(Full time, Permanent)

Better Living Health and Community Services is seeking an energetic, collaborative and motivated individual to join our team as Payroll Coordinator. This position is responsible for processing the bi-weekly payroll for Better Living Health and Community Services and Better Living at Thompson House. The Payroll Coordinator is also responsible for administering the payroll process including benefits and pensions, and maintaining employee records related to financial transactions.

In exchange for your time, talent and skills, we will offer you the opportunity to become part of our dynamic organization where you will gain broad job exposure and be rewarded for your initiative and innovation. Apply today and become the newest member of our team!

The successful candidate for this position must have the following qualifications:

1. Completion of four years post secondary education
2. Payroll diploma
3. PCP designation in progress or completed
4. Minimum 2 years of experience in a payroll role
5. Experience with payroll systems, internal controls, and management in both union and non-union workplaces
6. Excellent computer skills, including proficiency with Microsoft Office and the ability to become familiar with organization-specific programs and software
7. Successful completion of a *Vulnerable Sector Screening* within one month of employment

The successful candidate(s) for this position must be able to:

- Process payroll for approximately 400 employees using Quadrant HRIS and AlayaCare
- Prepare reports including pay period and month end reports, vacation entitlements, seniority lists
- Prepare and file required reports and/or payments to WSIB, RRSP carriers, and other organizations and individual employees such as union dues, pensions, garnishees
- Set up new hires, monitor deductions, maintain accurate benefits balances
- File EHT Annual Returns and WSIB Annual Reconciliations for both organizations
- Schedule and set up internal and external training activities, such as group benefit seminars, computer/payroll system trainings
- Complete annual procedures such as years end adjustments, balancing and T4 preparation
- Maintain day-to-day retirement and benefit plans for all employees and retirees, such as enrolling employees in appropriate plans and performing benefit calculations
- Monitor retirement and benefit plans related legislative news/changes to ensure that the organization continues to be compliant with government standards
- Respond to employee questions related to payroll and benefits
- Collaborate with, and provide support to, the Human Resources department
- Provide training and direction to Finance Managers on payroll processing
- Participate in other special projects as assigned by the Director of Finance
- Manage multiple workplace demands through strong organizational, prioritization and time management skills
- Demonstrate strong written and verbal communication skills and excellent interpersonal skills
- Exercise judgement, diplomacy and discretion

Salary: commensurate with experience

Please email or fax your cover letter and resume to Human Resources:

E-mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote ***"Payroll Coordinator"*** on the cover letter and e-mail subject line.

Better Living has established a mandatory vaccine policy. In order to be considered for an interview candidates must demonstrate that they are fully vaccinated, are in the process of being vaccinated, or have a substantiated medical or religious reason why they cannot be vaccinated.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.