

Payroll Specialist Full-Time

Community Care Durham (CCD) is a multi-service registered charitable organization providing a broad range of community support services for adults and their caregivers who have needs related to aging, physical and/or mental health. We assist our clients with services that support their independence, health, and quality of life. CCD is seeking a Payroll Specialist to manage end-to-end payroll administration, and support the Finance department with periodic Forecasting, Budgeting and Reporting efforts.

We are seeking a Payroll:

- End-to-end ownership of accurate payroll processing via ADP Workforce Now, including the ownership of proper journal entries into Accounting System (Sage) G/L and accurate allocation of expenses to various departments.
- Maintaining and producing monthly FTE reporting for department managers, including value-added analysis regarding changes in FTE.
- Support Quarterly Forecasting and Annual Budgeting efforts for Salaries, Wages and Benefit costs.
- Support Quarterly Ministry Reporting Requirements for Hours and FTEs.
- Assisting Managers and staff with inquiries related to payroll.
- Group Benefit Plan Administration –reconciling monthly billings and preparing monthly remittances.
- Group Pension and RRSP Plan Administration - providing monthly remittance report and preparing remittance for monthly EFT transfer.
- Monthly reconciliation, remittance and filing of Source Deductions, EHT and WSIB as well as annual reconciliation, preparation and filing of annual returns.
- Preparation of monthly journal entries, monthly payroll accrual as well as any other applicable journal entries for reallocations or accruals for payroll.
- Preparation and filing of Records of Employment with Service Canada and Preparation of letters of employment for staff.
- Year-End - T4 reconciliation, preparation and filing with Service Canada.
- Preparation of T2200's for applicable staff.

Minimum Qualifications:

- Minimum 3-years' experience in payroll management
- Strong working knowledge of ADP Workforce Now
- Strong Microsoft Excel Skills
- Payroll Compliance Certificate mandatory and an active member of Canadian Payroll Association
- Knowledge of the Employments Standards Act regarding payroll and benefits
- Knowledge of Sage Accounting System is an asset
- Member of Canadian Payroll Association
- Satisfactory Police Vulnerable Sector Check or Enhanced Police Information Check
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)

Compensation: \$44,027.80 - \$66,041.69 annual salary, 3 weeks' vacation per year of work; 11 paid statutory holidays, 2 float days; health and dental, life insurance, long term disability and pension as eligible.

* Pay will be commensurate based on education and experience.

Please apply in writing referencing posting #2022-11 outlining qualifications and experience by 4:00 p.m. Monday, January 24, 2022 to the Director of Finance, Community Care Durham email: vzadorojnyi@communitycaredurham.on.ca