

POSITION :	Payroll Administrator
REPORTS TO:	Finance Manager
WORK HOURS:	35 hours per week
RATE OF PAY:	\$22.00 to \$26.00/hour

JOB SUMMARY:

The Payroll Administrator is responsible for all payroll and payroll-related tasks, Health and Safety and WHMIS activities for Dixie Bloor Neighbourhood Centre. The incumbent reports to the Finance Manager.

RESPONSIBILITIES:

- Prepare Bi-weekly payroll including verification of timesheets, allocations, hours of work, pay calculations, charitable deductions, vacation pay, reports, etc.
- Manage, maintain and update payroll processing system and records by gathering, calculating and inputting data.
- Identify, investigate, and resolve discrepancies in timesheet and payroll records.
- Maintain, update and report on vacation and absences
- Assist in the calculation and payment of terminations and leave payments.
- Prepare Quarterly Pay Equity Reporting and payments.
- Issue Records of Employment
- Handle annual T4 process
- Review and assist finance staff with reporting of payroll related government remittances
- Organize and provide payroll related training to management and staff; e.g. on-line timesheet filing, time off requests processes, timesheet approval process, etc.
- Update Health and Safety, and WHMIS Binders and policies.
- Attend Health and Safety meetings and Inspections
- Prepare and distribute Payroll and Time and Attendance reporting to managers on a monthly basis. Review and respond to correspondence received through inbox (rise@dixiebloor.ca)
Treat all information with confidentiality, respecting all employee's right to privacy

QUALIFICATIONS:

- Completion of Post-Secondary Certificate/Diploma/Degree, preferably in Human Resources and/or Payroll
- 1 year payroll or related work experience
- Previous experience with on-line payroll and HRIS systems preferred
- Strong attention to detail and accuracy
- Excellent interpersonal and communication skills in verbal and written English
- Good planning and organizational skills with a strong ability to prioritize and multi-task
- Ability to treat all matters with the highest level of confidentiality
- Excellent client service skills
- Ability to work independently with minimal supervision in a busy, open work environment
- Strong Microsoft Office, Excel, Email, Internet and Intranet skills.

Please submit your resume and cover letter for **reference no. 019-001** by **January 15, 2019** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca



We thank all those who apply, but only those selected for an interview will be contacted. Dixie Bloor Neighbourhood Centre is an equal opportunity employer. Accommodation will be provided, as requested.