



PAYROLL SPECIALIST

Youthdale is seeking a Full-Time (Permanent) Payroll Specialist to join the Finance Team. Reporting to the Director, Finance and Corporate Services. Payroll Specialist will be accountable for the integrity, accuracy, timeliness and effective operation of a semi-monthly payroll and the internal administration of an employee benefits program which also includes a benefit pension plan.

A strong communicator and collaborative problem-solver, you will liaise with colleagues in Finance and partners in Human Resources to ensure compliance with financial policies and the effective resolution of employee issues.

Accountability

This position reports Director of Finance & Corporate Services, with a dotted line to the Director, Human Resources & Administration

Job Responsibilities

a) Payroll Administration

- Assist employees and supervisors with timesheet processes to ensure accurate pay process full cycle semi-monthly payroll for 200+ salaried, contract, and hourly employees
- Reconcile statutory remittances; set up and process all special payments and deductions
- Maintain all employee payroll changes; audit and complete all year end procedures
- Maintain confidential Payroll files, issue ROEs, and respond to all internal inquiries related to payroll

b) Benefit setup and maintenance

- Process/setup employee benefit premiums and payroll, such as RPP, LTD, AD&D, life insurance, extended health and dental premiums

c) Reporting and Analysis

- Create various scheduled and/or ad-hoc reports and analyses related to payroll, salaries and benefits
- Maintain detailed budget analysis and variance reports

d) Accounting

- Prepare, balance, and upload monthly payroll journal entries
- Ensure accurate labour costing with salary splits to multiple cost centres

e) Payroll systems

- Carry out all payroll functions
- Maintain current payroll systems
- Assist in payroll system upgrade if required
- Provide consultation and training to employees, supervisors and directors

Other duties as assigned

Qualifications

- Post-secondary diploma or degree, with a strong preference for certification in Payroll Administration (PCP), or recognized equivalent work experience.
- At least 3 years in a Payroll and Benefits capacity, within a Finance or HR division. As a result, you are fully competent with a customized Payroll/HRIS system.
- Solid understanding of employment standards, provincial legislation and CRA regulations.
- Proficiency in MS Office (Word, Excel and Outlook)
- Can work independently and meet tight deadlines.
- Strong analytical skills with an ability to convert data to valuable information
- Ability to deal sensitively with confidential material
- Strong interpersonal and communications skills
- Comfort and confidence in dealing with all levels of management
- Self-motivated with a positive attitude, and determined to learn and sharpen skills on an ongoing basis

ABOUT YOUTHDALE TREATMENT CENTRES

Youthdale (www.youthdale.ca) provides comprehensive, integrated mental health services to children and their families, connecting them with the right programs and services, both at Youthdale and in their communities. We meet the complex needs of children and youth with a team of highly skilled and dedicated psychiatrists, psychologists, neurologists and neuropsychologists, social workers, nurses, and child and youth workers.

APPLICATION

At Youthdale, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. Youthdale is committed to providing accommodation in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Please email your cover letter, together with an updated resume, by August 12, 2019, to careers@youthdale.ca Please insert *Payroll Specialist* in the subject line.