



*Because children depend on all of us*



If you are looking to join an organization which  
offers a meaningful **JOB OPPORTUNITY** then

**CAST** is the place for you!

The Children's Aid Society of (CAST) is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you.

**TITLE/BRANCH:**

Payroll Administrator  
Corporate Services

**LOCATION**

Location: Yonge/Bloor, Toronto

**SALARY RANGE: \$56,010 – 64,491**

**PURPOSE:**

The Payroll Administrator is responsible for the accurate and timely processing of payroll for 1000+ employees. This includes ensuring the Agency's payroll obligations are met such as compliance with internal collective agreements, policies and procedures as well as external government regulations. This position also performs other payroll responsibilities such as preparing remittances, investigating and resolving pay issues, providing payroll summaries and reports, and participating in testing for the HRIS/payroll system.

**MAJOR RESPONSIBILITIES:**

1. Processes bi-weekly and monthly payroll for over 1,000 employees (union/non-union) for The Children's Aid Society of Toronto and The Children's Aid Foundation in HRIS (VIP) system ensuring compliance with legislation and policies.
2. Generates, monitors and reviews timesheets to ensure time is accurately captured and follows-up with branches /teams/ department managers to make sure missing timesheets are approved and submitted on a timely basis.
3. Conducts payroll reconciliation, ensuring integrity of the payroll database and resulting output by conducting audits at regular intervals and identifying areas that require refinement (bi-weekly comparisons and differences).
4. Reviews payroll activities for accuracy and completeness – researches discrepancies of payroll information and /or documentation (e.g. vacation, leaves HR changes, salary adjustments etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
5. Proactive identification of problems & potential problems plus provides recommendations for improvement and timely implementation.
6. Captures and enters all pay revisions as requested, setup advances, recoveries, CSBs, garnishees and other deductions as required in the HRIS system.

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**ADMINISTRATIVE SUPPORT ADMINISTRATIVE SUPPORT ADMINISTRATIVE SUPPORT**

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7. Prepares year end reporting both provincially and federally including preparation of tax forms (T4, T2200, RL1, T4 Summaries, T4A Summaries) and year-end balancing.
8. Provides payroll expertise to members of the Human Resources team including payroll legislative updates.
9. Investigates and resolves payroll issues. Follow-up with requests from internal & external customers (CRA, Union, staff, etc.). Addresses employees' pay related concerns and provides accurate and timely responses.
10. Ensures the timely processing of journal entries into the accounting system.
11. Provides input for the development of policies and procedures.
12. Act as back-up to the Benefits Administrator.
13. Maintains confidentiality of all payroll information including existing rates of pay and any changes implemented, disciplinary action and information on the health, financial and personal affairs of all employees.
14. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
15. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
16. Uses sound judgment in consideration of financial resources.
17. Complies with Society's financial policies and procedures.
18. Performs other duties as assigned.

**QUALIFICATIONS:****Education and Experience**

- Minimum 2 years of post-secondary education in a payroll related discipline
- Minimum 3 years of experience processing Ontario payroll in a multi-location unionized environment up to and including year-end preparation and reconciliation
- Experience working with an integrated HRIS/Payroll system, VIP system preferred
- Successful completion or near completion of the Canadian Payroll Association Payroll Compliance Practitioner certification (PCP)

**Knowledge and Skills**

- Current knowledge of relevant Payroll legislation and policies.
- Accounting knowledge sufficient to perform journal entries and payroll account reconciliation.
- Strong communication and interpersonal skills and the ability to work well with employees at various levels of the organization.
- Ability to conceptualize and adapt payroll systems and procedures to changes in legislation and other organizational needs;
- Must possess exceptional organizational, planning and time management skills, including the ability to multi-task, be flexible and move from one priority to another, while maintaining a high level of accuracy and attention to detail.
- Ability to effectively handle multiple priorities and meet deadlines in a fast paced environment.
- Ability to work independently with minimal supervision in a high volume, time sensitive environment, must be self-directed, task and goal oriented.
- Ability to exercise tact and discretion in dealing with sensitive and confidential information.
- Strong computer skills particularly in the use of MS Office, especially Excel.
- Good analytical and process diagnostic skills and the ability to get into the details, while also seeing and understanding the big picture.
- Ability to investigate, analyze and resolve issues using sound judgement and tact.

THIS POSITION IS WITHIN THE BARGAINING UNIT

**Anti-Oppression/Anti-Racism at CAST**

*CAST is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CAST**

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

Please apply online at [www.torontocas.ca](http://www.torontocas.ca) under employment section or applications can be faxed (416-324-2400), or mailed (30 Isabella Street, 5th Floor) to the attention of Human Resources. Only qualified applicants will be acknowledged.

**POSTING DEADLINE: February 28, 2017**