



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Payroll and Benefits Administrator

Full Time, Permanent

Qualifications:

- Bilingual French/English is an asset
- Payroll Compliance Practitioner (PCP) Certification
- Preference will be given to candidates with 5-7 years specialized/recognized qualifications in payroll (ACCPAC) and accounting.
- Experience with statutory requirements and remittance related to CPP, WSIB, EI, Tax other government remittances and payroll related deductions and matters
- 2-3 years of experience in benefits and OMERS pension administration and design with experience working with brokers, consultants, insurance carriers and pension administrators.
- Excellent interpersonal and verbal skills with an ability to interact with a wide variety of people.
- Ability to cope well under pressure and to perform tasks quickly, efficiently using initiative and attention to detail, in a fast-paced environment
- Enrolment in Canadian Payroll Association is an asset.

Key Responsibilities

- Processes the bi-weekly payroll utilizing ACCPAC software and ensures all supporting documentation is produced and authorized in accordance with the current Collective Agreement and Society practice
- Processes changes, additions and terminations in all benefit plans
- Advises employees as to their benefit coverage, options and procedures as required
- Acts as the primary point of contact on behalf of the Society for OMERS plan administrators, insurance and benefits carriers
- Reviews payroll reports and registers to verify accuracy and conducts monthly audits
- Completes government remittances and reports and prepares requests for payment
- Creates and maintains monthly reconciliations for payroll including salary and benefit accruals
- Performs account analysis and reconciliations; variance analysis for actual vs. budget, creates and processes general journal entries and ensures timely general ledger reporting for all transactions
- Assists Director of Finance as required re: special projects, analysis, reconciliations and other accounting functions as assigned
- Maintains filing system for all payroll related forms and reports
- Various other projects and duties as assigned
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act.
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity,



Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.

The Catholic CAS is committed to having a workforce that is reflective of the diversity of our community. We strongly encourage applications from all qualified individuals, including those who can provide different perspectives and contribute to a further diversification of ideas.

Closing Date: October 20, 2017

Apply in writing by submitting an updated resume and your current training record to:

hr@hamiltonccas.on.ca

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process please inform Human Resources.