

Job Posting

POSITION: **Payroll & Benefits Administrator – Human Resources**
Temporary Full-time (18 months)

COMPETITION #: N1801

DESCRIPTION: Working closely with the Human Resources Supervisor, the incumbent provides proactive Human Resources expertise in the administration of payroll, benefits, pension, and HRIS functions. Implements and maintains Payroll & Benefits systems and processes. Provides data collection, management, extraction, and analysis using the HRIS. As a front-line contact for payroll and benefits, provides exceptional customer service and uses payroll expertise to identify and appropriately manage sensitive and/or critical issues. Provides Payroll and Benefit expertise in supporting the overall Human Resources functioning, under the direction and guidance of the Human Resources Supervisor.

COMMENCING: ASAP

SALARY: \$56,036 - \$68,725

QUALIFICATIONS:

- 3 year diploma/degree in Human Resources or Business Administration
- 5 years experience as a Payroll Administrator (payroll designation preferred)
- Demonstrated experience working with defined benefit plans (ie. HOOPP/OMERS preferred)
- Demonstrated experience working with a HRIS system (Info HR is an asset)

APPLICATION: Applications, quoting competition number **N1801**, may be submitted no later than the closing date noted below, using one of the following methods:

E-mail: khcas.hr@khcas.on.ca

Mail: Kawartha Haliburton Children's Aid Society
1100 Chemong Rd.
Peterborough, ON K9H 7S2
ATT: HUMAN RESOURCES

Fax: 705.745.6641

POSTED: Tuesday, April 17, 2018

CLOSED: Friday, April 27, 2018 at 5pm

Accommodation *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. 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.*