



## OPPORTUNITY

June 20, 2019

### POSITION AVAILABLE

### CURRENT SALARY RANGE

Payroll Officer

\$67,547 - \$84,670

There is a full-time permanent Payroll Officer position available at our Oshawa office. Start date will be determined in consultation with the immediate supervisor.

SUMMARY: (Job description under review).

Responsible for the payroll function of the Society. Ensures that all employees are paid correctly and on time while meeting all provincial and federal legislative requirements. Administers the Society Group benefits.

### Accountability and Results:

Responsible for the processing and entry of all information and data into the payroll system on a bi-weekly basis. Reconciles the payroll output to the predetermined controls to ensure the payroll has been prepared/revised accurately. Liaises with the payroll provider regarding the running of payroll, verify edits, transmit payroll data, prints and reconciles reports. Responsible for the preparation of the monthly journal entries to accurately record distribution of payroll costs and deductions. Responsible for processing new employees, terminations, salary changes, employees on leave and all other related activities. Supervises Payroll Assistant.

### Engagement:

Liaises with other agencies and carriers re: benefit changes, long-term disability etc. Ensures the accurate preparation of the payment made to group insurance company. Maintains all information related to agency benefits. Liaise with all staff regarding any information to do with payroll and benefits (e.g. sick leave, LTD, deductions, overtime, vacation etc.)

### MINIMUM QUALIFICATIONS:

A two year certificate in Payroll Management.

Two to three years progressively responsible experience in a computerized payroll environment.

Please apply in writing **including a current resume**, to Human Resources, by June 27, 2019 at 4.30pm quoting competition CAS # 26/19.

Direct emails to [hr@durhamcas.ca](mailto:hr@durhamcas.ca)

*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.*