



Human Resources & Payroll Administrator

Jewish Family & Child is a multi-service, client-centered agency, family service, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking a **Human Resources (HR) & Payroll Administrator**. This position will work closely with Human Resources and Finance. Within this role, you will be responsible for all duties related to the Agency's payroll and employee benefits programs. This includes day-to-day administration of Payroll, Benefits and Time & Labour System. This position reports to the Manager of Human Resources and Administration and is outside of the bargaining unit.

RESPONSIBILITIES:

- ❖ Ensuring the timely and accurate processing of a semi-monthly payroll for 130 plus employees
- ❖ Maintaining and updating ADP payroll database with all changes including new hires, terminations, changes and updates. Performing reconciliation, balancing and corrections after each payroll
- ❖ Payroll processing requirements include ensuring completion of all government and non-government remittances and internal reporting (WSIB, EHT, Record of Employment etc.).
- ❖ Ensure payroll procedures are in compliance with CRA, other regulatory bodies, and the applicable collective agreements
- ❖ Administer group benefits program and pension plan,
- ❖ Process benefits transactions for enrollment, status changes, life events and terminations.
- ❖ Advise employees on benefit eligibility and plan provisions
- ❖ Liaise with the benefits team and escalate inquiries as required
- ❖ Administration of OMERS pension plan records
- ❖ Tracking and monitoring of compensation systems: salary, group benefits programs, attendance management, performance management
- ❖ Performing year end reconciliation such as T4's, T4A's, WSIB, EHT, vacation and sick time accruals, etc.
- ❖ Maintaining the confidentiality of employee records
- ❖ Responding to employee enquires relating to payroll, benefits and HR
- ❖ Participate in HR projects and reporting
- ❖ Perform other duties as assigned

QUALIFICATIONS:

- ❖ Post-secondary education (degree or diploma)
- ❖ Minimum of 3 years' experience in payroll and benefits administration
- ❖ Completed or working towards Certified Payroll Manager designation is preferred
- ❖ General knowledge of Canadian employment law, payroll legislation and accounting principles
- ❖ Knowledge of ADP Workforce Now software will be considered an asset
- ❖ Human Resources experience will be considered an asset
- ❖ High level of professionalism and confidentiality
- ❖ Strong interpersonal skills
- ❖ Excellent computer skills
- ❖ Ability to handle and prioritize multiple tasks

If you are interested in applying for this position, please visit <https://www.jfandcs.com/career-opportunities> submit your résumé and cover letter. This position will remain active until it is filled.

JF&CS is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre and a gym (with subsidized membership).

Jewish Family & Child is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family & Child, please visit: www.jfandcs.com | www.facebook.com/jfandcs

