



Family and Children's
Services Niagara

Les Services à la famille
et à l'enfance de Niagara

For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.

PAYROLL & FINANCIAL SERVICES COORDINATOR

Reporting to the Financial Services Supervisor, the Payroll & Financial Services Coordinator is responsible for providing accurate and timely payroll administration and financial payments and reporting activities within legislative and collective agreement requirements.

Main Duties and Responsibilities:

Payroll

- Processes accurate and timely payroll for all employees at all locations on a bi-weekly pay cycle
- Evaluates payroll events or processes for compliance with laws, regulations or standards
- Processes payroll elements of new hires, terminations, salary changes, garnishes and other details relating to employee compensation
- Monitors and/or computes a variety of mandatory and voluntary payroll deductions
- Audits payroll processing reports and payroll related general ledger accounts
- Provides all necessary information to the Finance Department for accounting reporting and payroll related remittances
- Monitors, prepares and reconciles payroll-related statements for internal and external users
- Prepares year-end activities, related summaries and reconciliations such as T4s, CRA reporting, WSIB, EHT

Data Maintenance and Reporting

- Maintains accurate data for payroll records and updates all payroll information in the HRIS
- Performs annual and ongoing maintenance of codes and tables within HRIS, including setting up codes, formats and formulas while ensuring compliance with legislation and accounting processes
- Determines the need for new accounts, codes and data elements in the payroll account structure
- Prepares reports on payroll statistics or provides payroll information for projections, variance analysis, collective bargaining, budgets etc., as required
- Prepares statistical data as it pertains to Payroll for Ministry and external reports and surveys

Statistical/Financial Data and Auditing

- Performs a variety of accounting, technical and clerical duties involving preparation, verification and maintenance of confidential, sensitive and other financial data
- Conducts audit testing of specified area and identify reportable issues and dimensions of risk
- Provides analytical expertise to other departments including the interpretation of financial results and data
- Processes accurate and timely financial payments in the accounting management system

Team Building

- Actively participates and engages in team and staff meetings training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met

Other Related Activities

- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge as required

- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Performs other duties as required

Qualifications:

- Post-Secondary Degree or Diploma in payroll administration, accounting or equivalent
- A Canadian Payroll Association Certification
- Minimum 2 years' experience in payroll positions
- Excellent knowledge of legislation governing payroll and human resources including Pensions Act, Employment Standards, regulations and related statutes
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required

General Skills and Attributes:

- Solid ability to use MS Office applications (e.g., Word, Excel etc.)
- Excellent knowledge of payroll administration and software, agency policies and procedures and the collective agreement as related to payroll
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid understanding and commitment to quality service and best practice
- Good ability to analyze information, problem-solve and make good decisions/recommendations
- Self-directed with a good ability to organize, plan, prioritize and multi-task
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner; acts with integrity and trustworthiness
- Highly detail-oriented
- Ability to work with and meet tight, inflexible timelines
- Ability to communicate in French or another language an asset

Please apply with your cover letter and resume to:

E-mail: humanresources@facsniaagara.on.ca

We thank all applicants however only those considered for an interview will be contacted.

Preference will be given to candidates who are bilingual in French and English.

Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.