



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto (NCFST) is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the Greater Toronto Area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Administrator, Payroll and Benefits

Classification: Regular Full-Time  
Hours: 35 hours/week

Rate: \$54, 283 - \$70, 827  
Location: 30 College Street

**NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, Metis and Inuit applicants to apply and to please self-identify in their cover letter.**

Reporting to the Payroll and Benefits Supervisor, the **Administrator** is responsible for ensuring that all aspects of payroll and benefits entries and reconciliation are produced accurately and on time, assisting with project coordination of system enhancements, testing and troubleshooting issues and the allocation of payroll expenses.

### Payroll Administration

- Produces accurate and timely payroll for salary and hourly unionized and non-unionized employees in accordance with labor regulations and standard accounting principles;
- Performs data entry including, but not limited to, salary/wage increases, benefit deductions, employee termination dates and employee leaves of absence;
- Manages enrollments of all hourly, salaried and temporary staffing agency employees into the payroll system accurately;
- Coordinates with supervisors and managers to ensure that timesheets are approved in a timely manner in order to process payroll;
- Prepares and reconciles all payroll reports, including journal entries, cost center information and time and attendance to ensure accurate internal reporting;
- Reports all WSIB insurable earning via WSIB's web portal and prepares WSIB monthly remittances;
- Processes ROEs through Service Canada's ROE web portal;
- Adheres to the current payroll tax requirements and the relevant laws/legislation associated with the processing of employee wage data, including payroll taxes, employee federal and provincial income and other required reporting;
- Monitors and reviews timesheets and follows up with managers/supervisors as necessary;
- Addresses and resolves employee issues in a timely and respectful manner and will be considered the main point of contact and subject matter expert for all payroll and time and attendance enquiries;
- Conducts payroll reconciliation, ensuring the integrity of the payroll;
- Processes voluntary deductions, as well as wage garnishments, pays levies, and other involuntary court-ordered payments in a timely manner, including reporting to the necessary authorities;
- Uploads payroll entries to Sage;
- Reviews benefits invoices to ensure proper billing;
- Works with ADP in the set-up of new system fields;
- Assists with financial audits related to pay records and associated general ledger;
- Complies with provincial and occupational health and safety legislation, regulations, policies and procedures;
- Provides backup to Supervisor as required;
- Appropriate document management;
- Other duties as related to the functionality of this position.

### Reporting and Reconciliation

- Produces regular reports on a monthly and quarterly basis;



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- Completes year-end processing and related reporting requirements (WSIB, NEER reports, taxable benefits, EHT, T4 reconciliation, T4A summaries) with the Supervisor's support;
- Various reports for reconciliation purposes, including, but not limited to, benefits.

## **Benefits Administration**

- Responsible for the administration of employee benefits in accordance with statutory requirements, collective agreements and the employer benefits plan including, but limited to, administering and providing assistance to employees in regards to the OMERS pension plan
- and benefits, ensuring employee records are accurate and that inquiries are resolved in a timely manner;
- Administers leave of absence and acts as primary point of contact for employees in relation to their attendance;
- Initializes the setup of benefit deductions in the payroll system;
- Reconciles pension and benefits statement/enrolment/terminations on a timely basis and raises issues to the Director as required;
- Administers pension and processes pension adjustments on an annual basis;
- Reviews and reconciles WSIB statements and reviews NEER Reports with Director;
- Ensures plans are set up accurately with the providers and payroll; reconciling on a quarterly basis to confirm billings are correct;
- Communicates benefit options and plan changes including annual rate changes;
- Provides reports as required.
- Other duties as required.

## **Qualifications**

- A minimum of three (3) years of progressive payroll experience gained in a medium-sized or large organization including automated payroll functions;
- Successful completion of a Diploma in Business Administration, Computer Systems, Accounting or a related field or an approved equivalent combination of education and experience;
- Working towards or completion of the Payroll Compliance Practitioner (PCP) certification from the Canadian Payroll Association is a definite asset;
- Demonstrated experience with and strong knowledge of payroll/time and attendance applications in ADP;
- Computer literacy utilizing MS Office software applications including an intermediate level of Excel knowledge;
- Knowledge of both human resource and accounting policies and practices;
- Knowledge of payroll legislation and regular participation in standard legislative training required including interpretation of collective agreement;
- Knowledge of provincial Employment Standards Act and other regulations concerning employee payroll calculations or entitlement;
- Strong analytical and problem-solving skills to effectively interpret data and recommend solutions, attention to detail and focus on accuracy;
- Must be able to pass security clearance for vulnerable sector;
- Knowledge of and demonstrated ability in corporate core competencies including communication, innovation, teamwork and collaboration, and personal ownership.
- Demonstrated understanding of the workplace health and safety practices and understanding of an employee's responsibility under current legislation;
- Vulnerable Sector Police Records Check.

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If you are interested in this job opportunity, please apply by email on or before **December 16, 2019** to [hnmcfst@nativechild.org](mailto:hnmcfst@nativechild.org) quoting reference number **#19-12-01**.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

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30 College Street, Toronto, Ontario M5G 1K2

Telephone: (416) 969-8510 • Fax: (647) 258-8980 • Web: [www.nativechild.org](http://www.nativechild.org)



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We thank you for your interest, however, only those applicants selected for an interview will be contacted.