



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

CAREER OPPORTUNITY

POSITION:	PAYROLL GENERALIST & AP (Non-Union Position)
COMPETITION:	20-76
LOCATION:	Timmins, ON
STATUS:	Full Time
SALARY:	\$48,820 - \$62,958
CLOSING DATE:	September 30, 2020 @ 4:30pm

JOB SUMMARY: Reporting to the Financial Specialist, the Payroll Generalist & AP is responsible for assisting in the delivery of payroll in a timely and accurate manner, in accordance with policies and guidelines. The incumbent will be responsible for providing assistance to pension administration in accordance the plan's policies and requirements. The incumbent will also be required to handle all account payables for non-ministry accounts and ensure reporting is up to date for projects associated with these accounts.

REQUIRED QUALIFICATIONS:

Education and Experience:

- A degree in a Business Accounting, Payroll, or Commerce program, or equivalent
- A diploma in Business Administration - accounting, or equivalent combination of education and experience with Payroll
- Experience working with Ceridian (combined payroll & HR software) would be an asset
- Knowledge and experience in working with Sage 50 (formerly Simply Accounting)
- Strong knowledge of payroll legislative requirements and pension act
- Proficiency in using (intermediate level) Microsoft Excel program with the ability to produce accurate data reports and budgets in a timely fashion, as well as other Microsoft office programs
- Flexible and able to adapt to changing priorities to meet inflexible deadlines in a busy environment with constant interruptions

Knowledge, Skills and Abilities:

- Assist in the delivery of payroll services when required by the Payroll & Pension Administrator
- Create Records of Employments when required, as well as any government inquiries
- Collaborate and work with finance team to assist in reconciliation of all payroll related accounts.
- Export payroll data to Frontline accounting software in general ledger and/or other source deductions, as needed
- Assist with year-end reporting, such as T4s, Ministry's quarterly reporting and audit
- Administer pension entitlements and deductions in accordance to the plan rules, thus ensuring that plan information is available to members, and that the information is accurate and complete, and provided within the timeframe specified in the PBA and regulations

We offer a competitive benefits, pension and compensation package and opportunities for professional development.

Please refer to our website: www.kunuwanimano.com/employment.htm, for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com, by fax to 705 266-9122, or by mail to:

Human Resources, Kunuwanimano Child & Family Services
401 Cedar Street South
Timmins, Ontario, P4N 2H7

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Thank you for your interest in our Agency. Only those considered for an interview will be contacted.