



## OP P O R T U N I T Y

September 1, 2022

### **POSITION AVAILABLE**

### **CURRENT SALARY RANGE**

Payroll and HRIS Analyst

\$67,283 - \$82,628

There is a full-time Payroll and HRIS Analyst position available. The location of this position is at our Oshawa office.

### **POSITION SUMMARY:**

The Payroll & HRIS Analyst processes bi-weekly payroll using the HRIS system in accordance with the Society's policy and collective agreement. The position also reviews payroll and benefit data and documentation for inefficiencies and errors and provide analysis and support to the Compensation & HRIS Specialist. This position is the first point of contact for employees on questions related to pay and benefits.

### **MINIMUM QUALIFICATIONS:**

#### **Educational Requirements:**

Post-secondary diploma or certificate in Payroll Management.

Payroll Compliance Practitioner preferred.

#### **Experience**

Two years of experience processing payroll in a computerized environment.

Experience analyzing data and compiling reports.

Experience with Ceridian Dayforce and/or in a unionized environment is an asset.

Experience liaising with a defined benefits pension plan is an asset.

#### **Skills and Knowledge**

Intermediate knowledge of Excel, including fluency in pivot tables, v-lookups and a variety of other formulas.

Knowledge of Canadian and Ontario legislation related to payroll

Ability to maintain strict confidentiality and exercise sound judgment in sensitive situations

Please apply in writing **including a current resume or curriculum vitae**, to Human Resources, by 4:30 pm on September 16, 2022 quoting the above noted position. Direct emails to [applyhere@durhamcas.ca](mailto:applyhere@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.*

*Durham Children's Aid Society is committed to providing a safe and healthy work environment and to preventing the transmission of COVID 19 infections. All new hires will be required to be fully vaccinated and provide confirmation of the vaccination status as a condition of employment, subject to the duty to accommodate under the Ontario Human Rights Code.*