



HEAD OFFICE

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BRANCH OFFICE

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The Society is currently accepting resumes for the full-time permanent position as follows:

Payroll and Benefits Administrator

Located in the picturesque town of Goderich and the city of Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights; support and strengthen families and we are leaders for positive change in our community.

Huron-Perth CAS is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter. We are also committed to providing barrier-free and accessible employment practices for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Summary of Duties and Responsibilities:

Under the supervision of the Director of Corporate Services and CFO, the Payroll and Benefits Administrator will be responsible for maintaining the data accuracy of the payroll system and full cycle processing of bi-weekly payroll for approximately 100 employees, including year-end and audits. The Payroll and Benefits Administrator will also administer employee group benefits, pension plan, WSIB and the time and attendance system.

Principal Responsibilities:

1. Demonstrates commitment to promoting and integrating equity into practice through the utilization of equity principles and strategies.
2. Assists in supporting the implementation of objectives to ensure the agency's responsiveness and accountability to the diverse communities of Huron and Perth with particular focus on Indigenous, Black and LGBTQ2S+ communities.

Payroll Administration:

3. Be the payroll expert and accurately manage and process bi-weekly payroll system. This includes but is not limited to: verifying new employee set up, verifying and approving changes to employee records, completing record of employment as required, producing standard payroll reports following each cycle.
4. Process employee time and attendance data to payroll and reconcile variances.

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RESILIENT ADULTS.

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5. Maintain vacation and sick time records.
6. Prepare submissions and complete monthly remittances and reconciliations (including general ledger accounts) for source deductions and employee benefits.
7. Prepare monthly payroll journal entries.
8. Ensuring payroll records are kept up to date.
9. Providing timely responses to employees regarding payroll and benefit inquiries.
10. Develop and prepare reports as required.
11. Provides training as needed to staff to ensure full utilization of payroll and time management system.
12. Make recommendations to continually improve department processes and procedures.
13. Maintaining a strong working knowledge and ensuring compliance with all policies, procedures, legislation, standards, and regulations.

Benefit and Pension Administration:

14. As the employee benefit expert, administer all employee benefit programs such as medical, dental, OMERS.
15. Key step in employee onboarding to provide in-depth information for new hires regarding benefits which includes providing documentation and determining eligibility.
16. Assist employees with benefit claims issues or plan changes.
17. Educate employees on understanding company benefits.
18. Provide reporting on benefit utilization as required.
19. Complete annual reporting for employee benefits.

General Duties:

20. Familiarize and work in compliance with Health and Safety policies and procedures for safety and protection as required by the agency and by law (OHSA).

Requirements and Qualifications:

The incumbent should possess the following:

- Certificate or Diploma in Payroll Administration or equivalent. Preference will be given to those currently working towards or completed the Certificate or Diploma in Payroll Administration.
- Three to five years of related experience. Working in a unionized environment is an asset.

- Demonstrated understanding and knowledge of payroll regulations and employment legislation.
- Experience in Dayforce is considered a strong asset.
- Computer proficient with demonstrated skills in Microsoft Office Suite, including Excel, Outlook, and Word.
- Understanding of basic accounting.
- Maintain a high level of confidentiality pertaining to all HR related matters.
- Demonstrate a high degree of ethical responsibility.
- Courtesy, tact, and confidentiality in dealing with staff, vendors, and collaterals.
- Effective, clear, and strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Works well under pressure – deadlines are non-negotiable.
- Analytical skills including excellent problem solving/judgement skills and high degree of attention to detail.
- Sound understanding of office procedures and the ability to quickly learn and implement complex procedures.
- Demonstrated ability to uphold, and commitment to, the agency's Vision, Mission, and Values.
- An understanding and or commitment to anti-oppression values and principles
- Knowledge of and ability to comply with agency HR procedures, and Collective Agreement.
- Valid drivers' license.
- Required to travel between sites (Stratford and Goderich).

Salary: \$67,848 to \$80,910

Work location: In-person

Candidates who meet the qualifications are welcome to apply and should do so in writing to Maranda King, Director of Corporate Services & CFO at HR@h-pcas.ca no later than February 16, 2024. A cover letter and full resume, including three current professional references would be appreciated.

We thank all applicants, however, only those to be interviewed will be contacted.

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