

INTERNAL/EXTERNAL

Job Title:	Payroll Specialist
Position Type:	Permanent, Full-Time, Non-Bargaining Unit
Number of Positions:	1
Rate:	\$58,636 to \$64,759 per year
Vacation:	4 weeks to start
Benefits:	Group benefits with Life Insurance, AD&D, Extended Health and Dental Care with premiums 100% paid by the employer, LTD with premiums 100% paid by employees; paid sick leave and float day
RRSP:	RRSP with 6.5% employer contribution and 4% employee contribution after successful completion of probation
Hours:	37.5 hours per week
Supervisor:	Director, Finance and Technology
Posting Date:	Jan 24, 2024
Application Deadline:	Feb 24, 2024 (will interview as received)
Location:	36 Lombard Street

Why Fred Victor?

For over 125 years, Fred Victor has been a leader in providing place and purpose to people in need in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending chronic homelessness. This is an ambitious and bold goal but we believe, achievable.

Fred Victor is currently looking for a strong Payroll specialist to join their finance function. The **Payroll Specialist** is an integral part of the Finance team. This position will also support monthly reporting and analysis needs, preparing providing regular as well as ad hoc reporting and analysis focused on staff as well as other projects as assigned.

Does this sound like work you want to be a part of?

As a Payroll Specialist, you will be teaming with another Payroll Specialist in processing the payroll, updating all changes in payroll, highlighting any key issues in payroll and other aspects of Payroll related accounting with due diligence.

What You Will Do (Position Summary)

- Lead the bi-weekly payroll to ensure it is processed in a timely and accurate manner using ADP
- Process all transactions such as Garnishment, benefits enrollment in ADP payroll adjustments, deductions.
- Process all new hires, termination, change request, benefit changes in ADP (WFN) based on HR request
- Filing & maintenance of employee's payroll file with updated records for statutory requirements & audit
- Preparation of monthly payroll remittances such WSIB & familiar with EHT (Employer Health Tax) calculation
- Highlight any key issues related to Payroll and follow up with ADP, if required
- Processing of Records of employment (ROE) & providing T2200 and T4 to employees after year-end
- Posting of Journal Entries in Accounting System on bi-weekly basis
- Process the payments for Benefits providers on timely basis and monitor the payment schedules
- Knowledge of Statutory Holidays calculation and validate in ADP, if required.
- Communicate & coordinate with HR & other program managers to update the employee's record in payroll system and to ensure the integrity of the payroll data including all changes related to new hires, terminations and change requests for cost center and other changes.
- To develop and distribute management information using the data analysis modules from ADP

- To assist Director, Finance & Technology in other ad-hoc or special assignments given on periodic basis
- Ensures overall good business practices with employees, including promoting a Fred Victor culture of excellence.
- Maintains excellent relationships with all levels of management, and staff

Qualifications

- 3 years of hands-on experience in full-cycle payroll processing including time and attendance tracking
- Canadian Payroll Association - PCP designation completed or in progress.
- Experience with ADP (Workforce Now) or similar systems and familiarity with HR policies &
- Collective agreement related to Payroll
- Experience with Accounting System Preferably Sage/Accpac
- Experience in not-for-profit considered an asset
- Customer service oriented and ability to work within a team environment and independently
- Proactive, detailed oriented and committed with good analytical skills
- Strong written and oral communication skills
- Highly developed ability to plan and prioritize work and to adapt to a changing environment
- Intermediate to Advanced knowledge of Microsoft Excel
- Good knowledge of Word, Outlook, Windows
- Proven initiative, judgment, decision-making, problem-solving, and strong analysis capabilities
- Detailed and highly accurate work in a high-volume setting
- Ability to handle sensitive and confidential information in a discreet and professional manner
- Willingness to accommodate a flexible work schedule as some evening and weekend work may be required of all levels of staff, funders, partner agencies, and other stakeholders

Work Environment

- The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively.
- The workstation is in the administration office. The work requires the employee to sit for many consecutive hours at a computer station.
- At times, there may be some working-from-home shifts; must be able to self-motivate at home or in the office
- Works regularly scheduled shifts. Willingness to accommodate a flexible work schedule as some evening and weekend work may be required.

How You Can Apply

Send your resume and an email describing why you want to be part of the Fred Victor Team by Feb 20, 2024, to mjeddi@fredvictor.org with "Payroll Specialist" in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

All candidates offered a position with Fred Victor from September 30, 2021 onward must be fully vaccinated and provide proof of their vaccination as a condition of employment. Fred Victor will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

Accessibility & Accommodation

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived-experience

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodations whenever requested. Information received relating to accommodation requests will be treated with confidentiality.