



helping  
seniors live  
independently

Peel Senior Link, a non-profit charitable organization established in 1991, provides supports for daily living to seniors, to clients across 11 designated senior's buildings and neighbourhoods, in the Region of Peel. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health (Central), grants, and personal and corporate donations.

We are currently seeking a **Payroll Administrator**. Reporting to the Director, Human Resources and Privacy Officer, or designate, the Payroll Administrator processes payroll on a bi-weekly basis while maintaining confidentiality in all aspects of payroll administration. Performs other payroll related functions including payroll journal entries, benefits management, and the maintenance of all payroll and benefits records, records of earnings and required deductions.

Job Types: Permanent Full Time

Salary: \$46K- \$50K

### **Duties/Responsibilities**

- Reconciles timecard data from scheduling software (CIMS) with ADP imported data; analyze timecard with CIMS data input files
- Processes, verifies, updates, and monitors statutory, mandatory and voluntary deductions for all employees.
- Receives and checks documents pertaining to the updating of payroll, ensuring accuracy and adherence to corporate policies, legislation contracts.
- Obtains authorization and initiates transactions to update the employee master file in the payroll.
- Investigates and takes corrective action regarding errors or warnings related to payrolls.
- Calculates overpayments of wages or any amounts owed by employee.
- Conducts T4 Reconciliations, prepares WSIB & EHT reconciliations.
- Communicates and services employees regarding confidential inquiries.
- Protects payroll operations by monitoring payroll processes and data access to ensure information confidentiality is maintained.
- Generate all cost center payroll journal entries.
- Works closely with Finance and Human Resources on all payroll related matters and handles inquiries from all business units, and Service Canada.
- Prepares salaries and benefits variance analysis
- Act as lead for Payroll on EasyCare software implementation
- Assists with year-end audit
- Performs other duties and analysis as assigned.

### **Skills/Qualifications**

- Degree in Accounting, Finance or Business preferred
- PCP Certificate required
- Minimum 3+ years of payroll experience
- Experience with the payroll function in a unionized environment required

- Experience working with CIMS is an asset and ADP is an preferred
- Demonstrated ability to multitask in an environment where priorities can change rapidly
- Demonstrated ability to manage and operate a computerized accounting and payroll system
- Good time management skills
- Good oral and written communication skills
- Strong computer, analytical and mathematical skills
- In depth knowledge of Revenue Canada regulations, Employment Standards requirements, WSIB, and HST
- Demonstrated excellent interpersonal skills
- Demonstrated administrative and organizational skills
- Full Vaccination Status

**Benefits:**

- Dental care
- Disability Insurance
- Extended health care
- Vacation & Personal care days
- On-site parking
- Professional fees reimbursement

**Location:**

50 Burnhamthorpe Road West, Suite 300  
Mississauga, ON, L5B 3C2

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 343.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit: <https://peelseniorlink.com/about-us/>

To apply for this position please send your resume and a cover letter of interest to:

Natasha Collins  
Information Management Officer  
p. 905 712 4413 x 343  
e. Natasha@peelseniorlink.com

**Deadline to Apply: September 23, 2022, or until filled**