



helping  
seniors live  
independently



<b>Job Title:</b>	<b>Payroll Administrator</b>		
<b>Department/Group:</b>	Staff	<b>Position Type (FT, PT, Relief, etc.):</b>	Full-time, Permanent,
<b>Location:</b>	Hybrid Peel Senior Link 50 Burnhamthorpe Rd West, Mississauga, ON L5B 3C2	<b>Level/Salary Range:</b>	\$46,000 - \$50,000 per year
<b>Contact Person: Althea Alli</b>			
<b>Email: <a href="mailto:althea@peelseniorlink.com">althea@peelseniorlink.com</a></b>			
<b>Fax : 905-712-3373</b>			

**Job Details**

Peel Senior Link, a non-profit charitable organization established in 1993, provides personal care & home-making and other complementary support services. 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 Finance Manager, 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.

**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
- Assists with year-end audit
- Performs other duties and analysis as assigned.

The ideal candidate has:

- 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 and ADP is an asset
- 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

Job type: Full-time, Permanent, Salary – Hybrid

Salary

\$46,000 - \$50,000 per year

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 x326.

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/>