

## External Job Posting

**Position Title:** Accounting and Payroll Analyst

**Employment Status:** Permanent Full Time

**Hours of Work/Schedule:** Monday to Friday, 35 Hours per week

**Position Reports To:** Manager, Finance and Accounting

**Salary Range:** Annualized salary range \$54,000 - \$60,000 is commensurate on skills and experience, plus participation in HOOPP.

**Work Location:** Hybrid

### ORGANIZATION OVERVIEW:

**Carea Community Health Centre (Carea)** is a registered, charitable organization providing a wide range of free services and programs to community members across Durham Region.

We are an interprofessional group of staff that include team members such as physicians, specialists, healthcare staff, mental health professionals, program, and support staff. Our expert team provides a wide range of healthcare, mental health, and social services that are inclusive, equitable and accessible to all. Carea's comprehensive services address the complex picture of human health. This means we consider the social, emotional, economic, health and developmental circumstances an individual is experiencing when accessing services. We partner with clients to improve their own health and wellness.

We strive to be accessible to community members who face barriers such as culture, gender, age, geographic isolation, homelessness, language, physical and/or cognitive disabilities, poverty, sexual identity, and race.

### POSITION OVERVIEW:

Working within our Finance team, the Accounting & Payroll Analyst provides full-cycle accounting support and payroll processing and for the agency's overall operations. This role requires an independent worker and a "can-do" self-starter. There is great opportunity within this role to plan and improve processes according to the respective regulations, policies, and guidelines (such as Carea, ESA, statutory regulatory, industry accounting standards and union). This role reports to the Finance Manager and partners with team members across the organization.

### KEY RESPONSIBILITIES:

#### **Accounting**

- Prepare reconciliations: Bank and Balance Sheet
- Prepare financial and statistical Journal Entries
- Update month-end Balance Sheet Analysis report

- Liaise with Fundraising on gifting causes to update donation and financial platforms
- Perform 3-way donations reconciliation - Blackbaud software to financial software GL to Bank statement, ensuring GL account number and funds are processed in accordance with Agency funds definition
- Perform Month-end S/L close
- Update user profiles in Finance databases (credit card, uber, AP management and so on)
- Assist/Back-up Accounting Clerk
- Prepare working papers for external auditors as required
- Review continuous improvement of Finance processes

### **Payroll**

- Process end to end full-cycle payroll in a payroll management system
- Manage Payroll offboarding process, Vacation payout, ROE and HOOPP termination
- Prepare and uploading bi-weekly payroll journal entries
- Payroll reconciliations deductions, benefits, GL to T4
- Quarterly review of Pier audit, HOOPP MDC
- Administer payroll queries with government agencies, other business partners
- Benefits Administration such as enrolled verification and monthly remittance
- Payroll reporting such as bi-weekly, head count
- Independent investigation of payroll issues and coordinate with HR on steps to resolving
- Leads projects improvement of payroll and benefit processes

### **Other duties within scope of duties include:**

- Analyze transaction information
- Research, track and restore payroll problems or discrepancies and leave detail documentation
- Resolving payment discrepancies and disputes on behalf of the company
- Desire to learn, improve and to take on new responsibilities

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance or Business
- PCP (Payroll Compliance Practitioner), completed or in progress
- Knowledge of a payroll management system, ADP Work Force Now would be an asset
- Experience in a Union/Non-Union environment would be an asset
- Knowledge of payroll tax legislation and regulations including ESA
- Proficient with Microsoft Office Suite (Word, Excel, and Outlook) and
- Ability to handle multiple requests and work in a fast-paced office environment
- Critical thinker with a "can-do" attitude. Results-driven. Self-starter
- Detailed-oriented, with the ability to analyze and organize information
- Strong commitment to customer service
- Excellent time management, able to work under pressure and meet deadlines
- Demonstrated ability to work independently
- Willingness to work as a team and maintain comradery in the department and organization

**Full vaccination against COVID-19 is mandatory for this position (Carea CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).**

**Application Process:**

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to [recruiting@careachc.ca](mailto:recruiting@careachc.ca). This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Carea Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to [recruiting@careachc.ca](mailto:recruiting@careachc.ca). Carea Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.