

External Job Posting

Position Title: Payroll & Accounting Analyst

Employment Status: Permanent Full Time

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

Position Reports To: Manager, Finance and Accounting

Director: Director, Corporate Services

Work Location: Oshawa

Organization Overview

Carea Community Health Centre is a recognized leader in redefining the experience of community-based health and wellness services. We provide access to high quality holistic and inclusive care that is responsive to the needs of the community and empowers individuals to enhance their own well-being.

Our name embodies what we do every day – we care. Caring for the health and wellness of our communities' residents is the cause that unites us. It shapes our thinking and guides our actions.

Carea Community Health Centre is a registered charitable organization providing a variety of free, community programs and services including: health promotion and wellness programs; primary care, counselling and mental health; diabetes education; Hepatitis C screening, treatment support, education and outreach; geriatric assessment & intervention; young parent support, youth programs, Indigenous programs; community development programs; and fundraising events which include developing charitable partnerships/sponsorships to fund programs.

In line with the CHC Model of Health and Wellbeing, our expert team works with our clients to provide holistic care, support, and wraparound services that empower clients to improve their health and wellness. We strive to be accessible to those in the community who face access barriers like culture, gender, geographic isolation, homelessness, language, physical disabilities, poverty, and race.

We are Carea Community Health Centre! Care. Compassion. Community.

Position Overview

Working as a member of the Corporate Services team, in the Finance department, and reporting to the Finance Manager, this role provides financial administration support for the Agency's overall operations. The Payroll & Accounting Analyst follows GAAP principles and internal client-centered care within the context of a self-directed and interdisciplinary team approach.

MAJOR RESPONSIBILITIES:

Payroll

- Process full-cycle payroll in ADP WorkForce Now according to government legislation and company policies in a timely and accurate manner.
- Audit payroll records and performs adjustments and corrections where needed.
- Create and run payroll reports as required.
- Produce, review and submit ROEs.
- Prepare and balance month end journal entries, payroll and reconciliations.
- Perform year-end balancing and reporting.
- Partner with payroll and benefits providers to ensure timely and efficient processing.
- Ensure continuous improvement of payroll and benefit processes.
- Maintain the confidentiality of payroll information & respect privacy laws.
- Payroll deduction reconciliation, T4 reconciliation.
- Employer-employee matched benefit plan administration.
- Other duties as required.

General Accounting

- Prepare monthly bank reconciliations to ensure cash transactions recorded are complete and accurate.
- Assist in the preparation of internal departmental financial statements and reports. Maintaining the highest quality, reliability and accuracy
- Assist with monthly and year-end closing processes, including reconciliations and analysis of related receivables, payables and other GL accounts
- AR processing (record revenues, process donation tax and business receipts, GL vs sub-ledger reconciliations)
- Assist Accounting Analyst with AP processing (matching, coding invoices, issuing cheques, statement reconciliation)
- Assist Accounting Analyst with credit card reconciliations and processing of credit card transactions in MS Dynamics GP
- Other duties as assigned

QUALIFICATIONS

- Accounting degree from University or recognized College
- Pursuing CPA is preferred
- Relevant experience in the non-profit sector. Healthcare sector experience is an asset.
- Experience working in setting with multi-funding sources an asset
- Experience working with large ERPs preferred. Microsoft Dynamics GP experience is an asset.
- 1-3 years of payroll experience in a small to medium sized organization is required
- Experience/knowledge of payroll legislation and regulations including ESA
- Knowledge of ADP Work Force Now an asset
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Ability to handle multiple requests and work in a fast-paced office environment
- Demonstrates a “can-do” attitude. Results-driven.
- Highly analytical and detail-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
- Ability to adhere to strict deadlines and set priorities as required
- Desire to learn and to take on new responsibilities

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. 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. **Carea Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**