

External Job Posting

Position Title: Payroll Clerk

Employment Status: Permanent Part-Time

Hours of Work/Schedule: 17.5 Hours per week

Position Reports To: Manager, Finance and Accounting

Director: Director, Corporate Services

Work Location: Oshawa (Fully Remote with Occasional Onsite)

Organization – Quick 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 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 Clerk 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.

Other duties within scope of duties include:

- Analyze transaction information.
- Ensuring that all payments are made timely and in accordance with company policy
- Research, track and restore payroll problems or discrepancies and leave detail documentation.
- Resolving payment discrepancies and disputes on behalf of the company
- Contribute/participate in team-based duties as assigned, including contribution to operational and team effectiveness of the Corporate Services Team, and overall Workplace Success initiatives across the organization.
- Actively participate/partner on projects/committees, internal and external as applicable.
- Collaborate with the finance team members and other departments to maintain company financial health.
- Desire to learn, improve and to take on new responsibilities

QUALIFICATIONS

- Post-secondary education/training in related field from University or recognized College
- Pursuing CPA or recently qualified is preferred
- Knowledge of ADP Work Force Now an asset
- Relevant experience in the non-profit sector.
- 1-3 years of payroll experience in a small to medium sized organization is required
- Experience/knowledge of payroll legislation and regulations including ESA
- 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
- 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. 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.**