

JOB POSTING

POSITION:	PAYROLL & BENEFITS SPECIALIST
REPORTING TO:	HUMAN RESOURCES MANAGER
JOB TYPE:	FULL-TIME PERMANENT (35 HRS/WK) – NON-BARGAINING
POSTED DATE:	JUNE 7, 2021
APPLICATION DEADLINE:	UNTIL FILLED
EXPECTED START DATE:	MUTUALLY AGREED UPON
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,000 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

POSITION SUMMARY

CDI is seeking an experienced and knowledgeable **Payroll and Benefits Specialist** who will be responsible for the preparation and processing of payroll in a unionized environment, ensuring that the full payroll cycle is completed accurately, on time, and in accordance with applicable legislation, organizational policies and the collective agreement(s).

In carrying out this role, the Payroll and Benefits Specialist works under the supervision of HR Manager. This position also completes administrative activities relating to pension/benefit requirements, and monthly and year end reconciliations and reporting. The work will include executing payroll and benefit processes, records management, and contributing to process improvement plans.

DUTIES & RESPONSIBILITIES

PAYROLL

1. Ensure the timely and accurate preparation and processing of confidential semi-monthly payroll (unionized environment) and associated activities
2. Review data and accept/verify information for new hires, terminations, employee changes, and time sheets.
3. Adjust, maintain and process payroll data pertaining to wage increases, leaves of absence, return from leave, and top ups, etc. accurately and in a timely manner
4. Administer benefits by updating/maintaining rates, ensuring accurate benefit deductions
5. Administer workflow to ensure all payroll transactions (Timesheets/WFM) are captured and processed accurately and timely,
6. Investigate and respond to all payroll inquiries/discrepancies from management or staff and determining solutions.
7. Preparation and timely distribution of ROE's as required.
8. Ensures the completion of payroll activities such as balancing of gross earnings, taxable benefits, statutory remittances, EHT, and the accuracy of Pension Adjustment
9. Preparation and processing of year end reports and reconciliations i.e. T4's, T2200
10. Facilitate and participate in internal and external audits as required
11. Generating and creating ad-hoc reports on an as-needed basis
12. Serves as HRIS interface and provides user assistance and training as required.
13. Perform other duties that may be required or assigned from time to time.

BENEFIT PROGRAMS ADMINISTRATION

14. Administers employee benefits including processing enrolment, changes and terminations.
15. Acts as a vendor point of contact for all benefits and pension platforms.
16. Educates employees and managers on benefits programs.
17. Responds to employee inquiries regarding the pension and benefit programs in a professional and timely manner.
18. Provides required leave of absence paperwork and manage leave files for duration of leave and through the return to work process.
19. Facilitates and liaises between benefit provider and employees for Short-Term Disability and Long-Term Disability claims.

ADMINISTRATION

20. Organize and maintain various filing systems including electronic files, payroll files, and confidential personnel files
21. Review and act on incoming department correspondence.
22. Assists with recruitment, by posting job profiles.

MINIMUM QUALIFICATIONS AND SKILLS

- College Diploma in related Business Administration, Human Resources or related field preferred,
- Minimum of 5 years payroll and benefits experience,
- Minimum of 3 – 5 years of HRIS experience (Ceridian Dayforce experience considered an asset)
- Completion Payroll Compliance Practitioner (PCP) designation.
- Certified Employee Benefits Specialist (CEBS) certification is an asset.

SPECIALIZED QUALIFICATIONS

- Possess knowledge of provincial labour legislation,
- Proficient with MS Office Suite (intermediate in MS Excel),
- Proficiency/knowledge in Ceridian Dayforce payroll software,
- Possess strong verbal and written communication skill,
- Complete tasks in a confidential and professional manner in adhered to agency's Standards of Conduct and Canadian Payroll Association's (CPA) Code of Professional Conduct.
- Proof of a satisfactory Police Vulnerable Sector Check

KNOWLEDGE, SKILLS & ABILITIES

- Ability to administer payroll according to, Human Resources policies, *Pay Equity Act*, *Employment Standards Act*, collective agreements and legislation pertaining to payroll issues
- Have a strong work ethic and desire to continuously improve payroll processes
- Able to work independently and in a team
- Well organized, detail minded with a mathematical aptitude and analytical skills and the ability to handle and prioritize a wide variety of tasks accurately and efficiently with minimal direction in a fast paced environment
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times,
- Be a dedicated and flexible team player able to interact with team members, and colleagues at all levels of the organization,
- Demonstrated ability to work in a respectful and aware manner with groups from diverse background and experiences.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- Fast-paced work environment.
- Frequent handling of queries and calls from staff, managers, and external government bodies
- Occasionally required to work overtime in order to meet deadlines.

COMPENSATION: Salary is under review and is subject to skills, abilities and qualifications.

APPLICATION INSTRUCTIONS:

Please submit your chronological resume via e-mail to:

Child Development Institute annum
Human Resources
E-mail: careers@childdevelop.ca

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

DIVERSITY AND INCLUSION:

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

ACCOMMODATION:

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.