

## JOB OPPORTUNITY

Human Resources Department

**POSITION:** PAYROLL ADMINISTRATOR

**REGION:** Corporate Services

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

### QUALIFICATIONS:

A Certified Payroll Compliance practitioner with a minimum of a university or college education in a related area. Minimum two years of Canadian payroll experience using ADP. Advanced experience in Microsoft Office, strong organizational and time management skills, demonstrated ability to multi-task, adapt to changing priorities and deliver effectively on ad hoc requests together with strong written and verbal communication skills are required. Demonstrated attention to detail and accuracy required. Knowledge of PeopleSoft is an asset.

### JOB SUMMARY:

Processing payroll and all payroll-related administration accurately and within predetermined deadlines as well as communicating with employees and responding to questions relating to their payroll and benefits.

### RESPONSIBILITIES:

Reporting to the Director, Finance, the Payroll Administrator will perform a diverse range of functions, including but not limited to:

- Process Canadian payroll through a third-party payroll services provider on a semi-monthly basis or as needed, including all payroll-related payments (i.e. manual cheques, expense reimbursements, termination pay, etc.)
- Complete all related payroll forms and remittances and maintain records of all payroll transactions and back up.
- Administer all payroll-related compliance, including EHT remittances, T4s and source deductions.
- Ensure all benefit invoices are correct and forwarded to Finance for payment.
- Determine employee premiums and ensure accurate deductions are made through payroll (or other arrangements as may be appropriate) and process all benefit enrollments, changes and terminations on a timely basis.
- Develop and distribute payroll communications and schedules; answer employees' questions regarding their payroll and benefit coverage and ensure their information is up to date and accessible to them.
- Track vacation, sick time, calculated pension contributions, T4 reconciliations, accounting accruals, etc.
- Assist with and oversee payroll audits and CRA correspondence as needed.
- Reconcile payroll related accounts and accounting records.
- Keep up to date on changes affecting Canadian payroll and benefits.

**HOURS OF WORK:** 37.5 hours per week

**TO APPLY  
SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E17-137**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.**