



CAREER OPPORTUNITY

POSITION: Payroll, Benefits and Accounting Coordinator
STATUS: Full-Time 6 Month Contract – with possibility of extension
Non-Union (75 hours bi-weekly)

Due to COVID-19 restrictions, applicants must sign exclusivity with New Unionville Home Society until the order has been lifted by the Ministry of Health

ORGANIZATION

New Unionville Home Society (NUHS) is a not-for-profit charitable organization located in Unionville that has provided leadership in service to seniors since 1967. New Unionville Home Society and its affiliate corporations operate a long-term care home, seniors' rental housing, a community center, an adult day program, geriatric outreach services and a life-lease building. The campus of care is a vibrant environment and our vision is to develop a progressive community where older adults thrive; aging well and living better.

JOB SUMMARY

Reporting to the Controller, the Payroll, Benefits and Accounting Coordinator functions as a key member of the Finance and Corporate Services team and is responsible for the timely and accurate delivery of payroll and various accounting activities.

ROLES & RESPONSIBILITIES

- Manages disbursement of payroll, including garnishments, benefits and taxes consistent with federal and provincial legislation, collective agreements and corporate policies and procedures
- Accurately manages current employee database and associated payroll transactions, including wages, benefits and attendance, as well as the seniority list in a timely fashion
- Imports payroll data to accounting system and reconciles associated accounts
- Accurate accounting of vacation accruals, benefits, and retroactive wage accruals
- Provides monthly financial reports and analysis on payroll costs by department
- Administers employee changes for employee group benefits (e.g. health and dental benefits, pensions)
- Responds to employee and external stakeholders (e.g., government, benefit providers) in regards to payroll-related enquiries
- Remains current with payroll regulations/legislation, standards and work methods
- Assists with updates to payroll related policies and procedures, ensuring their compliance to Ontario's *Employment Standards Act* and applicable collective agreements
- Completes accurate and timely submission of ROEs, and accurate creation and timely distribution of T4s and related year-end reports

- Provides support during annual interim/year-end financial audit process
- Fulfills reporting requirements for Ministry of Long-Term Care (MLTC) and other external stakeholder reports related to payroll and benefits
- Accurately processes monthly EFT for pre-authorized donations for the Foundation
- Conducts random quarterly audits of petty cash
- Maintains accounts payable vendor database records for all corporations
- Completes bi-annual HST rebate applications/reporting for all corporations
- Promotes a collegial working atmosphere and supportive team environment
- Promotes good intra/inter departmental communications
- Carry out Health and Safety practices in accordance with the organization's policies and the *Occupational Health and Safety Act*
- Works flexible hours to accommodate activities and meet deadlines

REQUIRED EDUCATION & EXPERIENCE

- Completion of post-secondary education at the college level in business or accounting
- Payroll Compliance Practitioner certification or comparative training and experience
- 3 - 5 years payroll cycle exposure in a medium/high volume, computerized environment
- Working knowledge of general accounting and bookkeeping principles
- Knowledge of Quadrant HR payroll system would be an asset
- Knowledge of Long-Term Care Home Act, and Ministry of Health/Ministry of Long-Term Care standards and compliance reporting would be an asset
- Experience in a charitable or non-profit organization or a regulated government agency preferred, experience in a unionized environment an asset
- Proficiency working with computers
- Intermediate to advance MS Excel skills, including VLOOKUP, pivot tables, etc.
- Outstanding organizational skills to manage competing timetables and responsibilities
- Ability to consistently exercise good judgment, tact and diplomacy
- Empathetic attitude and desire to contribute towards the well-being of the elderly
- Excellent written and verbal communication skills, excellent interpersonal skills

Closing date is May 10, 2021. Only candidates that are to be interviewed will be contacted. UHS is committed to diversity in the workplace and encourages applications from all qualified individuals. Please notify careers@uhs.on.ca should you require accommodation for disabilities throughout the recruitment process.