



PAYROLL & BENEFITS ADMINISTRATOR JOB POSTING

Status: One Year Contract to cover Maternity Leave

Reporting to: Senior Manager of Finance

Date Posted: 14-July-2015

Deadline for Submission: 31-July-2015

If interested please submit resumé, quoting “*Payroll & Benefits Administrator*” in the subject line, to:

hr@ottawamission.com

JOB TITLE: PAYROLL & BENEFITS ADMINISTRATOR

REPORTS TO:

SENIOR MANAGER, FINANCE

DEPARTMENT:

FINANCE

JOB LEVEL:

ADMINISTRATION

Core Purpose and Mission Statement

The Core Purpose of the Ottawa Mission is to reflect Jesus’ love in serving the homeless, the hungry, and the lost.

Our Mission is to by provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.

Vision & Values

Our Vision is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.

Our Values are Acceptance, Respect, Compassion, Integrity and Independence

Position Purpose

Reporting to the Senior Accountant this position is responsible for the accurate and timely completion of all payroll and benefits related matters, including but not limited to, calculation and processing of pay, responding to employee questions and ensuring payroll related policies are followed and deductions are remitted as required. This position works closely with the Manager of Human Resources.

Major Responsibilities

Payroll Administration

- Review of punch cards vs. departmental payroll spreadsheet summaries, following up and making corrections where necessary

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

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- Calculation of Employee's pay entitlement based on hours provided
- Processing deductions
- Remit deductions to appropriate governments & agencies (CRA, Receiver General, EHT, WSIB, etc.)
- Preparation of payroll summary worksheet for review and authorization by management
- Preparation of gross to net wages summary for review and authorization by management
- Generating electronic payroll file to send to bank
- Printing & distribution of payroll stubs for employees
- Salary Garnishments
 - Act as point of contact for courts & governments
 - Process payroll garnishments against salary
 - Remit garnishments to appropriate sources
- Maintenance of payroll system
- Add new employees, removal of inactive employees
- Set up of all accounts in payroll system
- Ensure appropriate allocations & import into accounting system
- Initiate step-up raises for departments on step-up increases
- Track and maintain records of all employees overtime hours, banked hours and statutory holidays
- Track and maintain records of all employee leaves (i.e., vacation, sick, special, bereavement, Long Term Disability etc.)
- Process and maintain records of all maternity/sick leave Top-up payments
- Process and maintain records of all salary advances
- Maintain accurate payroll reports for audit
- Assist in annual audit
- Year End Reconciliation
- Issue T4s
- Enrolling employees in corporate gym membership

Benefits Administration

- Maintenance of group benefit plan
- Reporting salary increases to insurance provider for LTD & Life Ins purposes
- Tracking and remittance of LTD (paid by employee)
- Review of monthly billing and remittance of payments to Great West Life
- Maintenance of Group Pension Plan with Manulife
- Monthly submission of Pension & SRSP contributions to Manulife in detailed format

Fundraising (monthly pre-authorized payments)

- Process PAPs on the 1st & 15th of every month via electronic file transfer

Other Duties:

- Track employees coming off probation
- Track employees' rate of Vacation Pay
- Issue records of employment
- Issue letters for proof of employment & salary for employees
- Point of contact with Banks to verify salary info of employees
- Ensure staff have punch cards on bi-weekly basis
- Respond to Service Canada Inquiries
- Maintain list of Hires/Leaves

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- Meet with employees frequently with regards to payroll related issues

In Absence of Senior Accountant/Accounting Assistant

- Petty Cash
- Handing out of credit cards
- Collection of rents

Other Requirements

Education:

- Payroll Compliance Practitioner Certification
- Member of the Canadian Payroll Association
- Post-Secondary Education – in Business, with a major in Accounting considered an asset.

Experience:

- Minimum of 1 year of experience doing Full Cycle Payroll

Qualifications

- Effective communication skills with individuals at all levels of the organization
- Good working knowledge of Microsoft Office (Word, Excel, Outlook)
- Good working knowledge of Simply Accounting
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work
- High level of personal integrity
- Self-starter

Working Conditions

- Must work to time restricted deadlines, manage and respond to competing priorities
- Office Setting