



OTTAWA SALUS CORPORATION
INTERNAL/EXTERNAL JOB POSTING

Position:	Finance Associate (Payroll and Donations)
Number of Position(s):	One (1)
Position Type:	Permanent Full Time non-unionized (35 Hours/Week: Monday to Friday)
Language Requirement:	English essential. Bilingualism (English/French), an asset
Posting Date:	October 3, 2022
Closing Date:	Internal Candidates: October 7, 2022
	External Candidates: October 14, 2022
Reports to:	Senior Manager, Finance
Start date:	As soon as possible

Purpose:

Working alongside the Finance Team, this Finance Associate is primarily responsible for Payroll processing and supporting Human Resources and Philanthropy through measurable outcomes and the positive achievement of the agency's financial objectives outlined in the Salus vision, mission statement and strategic plan and supports the fiscal integrity of the agency by contributing to its high level of standard.

Areas of primary responsibility for this position include, but are not limited to, the following:

Responsibilities:

Placement in Quality Service Continuum

- Adhere to agency vision, values, mission and goals
- Know and adhere to relevant policies, procedures, ethics and code of conduct in application of responsibilities and contact with staff
- Participate in service improvement, planning and agency growth by actively contributing to team meetings, planning days and strategy sessions
- Understand and demonstrate in practice, confidentiality
- Support a positive image of agency internally and externally

Payroll

- Verify accuracy of relief staff timesheets for payroll processing
- Maintain and process a bi-weekly payroll for over 100 employees using a computerized payroll outsourced system which includes updating payroll deductions, special deductions, garnishees, group insurance, personnel information, etc.
- Monitor, maintain and confirm accuracy of leave accruals and forward to managers on a quarterly basis
- Research, and support the Senior Manager, Finance in interactions with benefit providers and government agencies concerning employee queries relating to group benefits, short and long-term benefits, maternity leave and various miscellaneous payroll questions
- Prepare group insurance schedule for payment to Salus provider and employee deductions from payroll
- Prepare and submit monthly WSIB, union dues, and group insurance remittances
- Prepare pension plan schedules for payment to Salus providers on a monthly basis
- Prepare WSIB year-end return

- Prepare EHT year-end return, which includes taking into consideration all 15 locations and requesting a refund from the Ministry of Revenue where appropriate
- Prepare and submit the Healthcare of Ontario Pension Plan (Hoopp) Member Data Collection (MDC) report
- Prepare year-end payroll for computerized payroll outsourced organization in preparation of T4's and various summaries for the calendar year
- Calculate and prepare employee enrollments in the group insurance
- Calculate benefit hours on a quarterly basis in preparation for Ministry of Health and Long-Term care reporting SRI/MIS
- Analyze and balance salaries and benefits for the year-ending in preparation for the audit
- Review, calculate and prepare the schedule of unused vacation and management hours/dollars in preparation for year-end journal entry

Human Resources

- Manage seniority lists for unionized employees and management. Send unionized list to those who require it
- Maintain and file employee records
- Control anniversary dates relating to pay increases and prepare forms for manager's approval
- Adhere to and remain current on the Collective Agreement and the rules and regulations of Employment Standards Act

Donations

- Administer support for donation database, which consists of all donations, special events, etc. Process and mail tax receipts to recipients on a timely basis
- Balance donation system and general ledger expenses for the Senior Manager, Finance in preparation for the Registered Charity Return and year-end audit
- Balance miscellaneous accounts and grants in preparation for the year-end audit
- Liaison with the auditors at year-end in preparation for the audited Financial Statements

Office and Administration

- Attend meetings with the Senior Manager, Finance, the Finance team, administrative team and other meetings as scheduled
- Communicate key information between administrative staff and other staff and levels of management
- Assist the administration department when in an emergency

Back Up Support

- Act as a back up for the Finance Associates of Accounts Payable and Accounts Receivable

Qualifications:

- Community College diploma in accounting/ payroll
- Minimum 3 years experience in accounting/ payroll
- Experience in not-for-profit organization an asset
- Experience in Microsoft Suites and Computerized Accounting Systems
- Experience in Ceridian Dayforce HCM

Pre-Hiring Requirements:

- Academic Certificate(s)
- Criminal reference check
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

Language Requirement:

The successful candidate must be able to speak and write proficiently in English. Bilingualism (English/French) is an asset.

Knowledge:

- Knowledge of payroll principles and tools
- Knowledge of computerized programs and in particular Sage 300 accounting and Ceridian Dayforce payroll software
- Knowledge of Employment Standards Act

Skills:

- Demonstrates proficient to superior levels in computer skills, organizational and analytic abilities
- Ability to work collaboratively in a team
- Ability to problem solve, make decisions and multi task
- Public relations skills
- Ability to manage time and resources effectively
- Ability to complete work in a timely fashion

Suitability Factors:

- Demonstrates willingness and flexibility
- Demonstrates sound judgement and common sense in decision making and problem solving
- Demonstrates perseverance and patience
- Demonstrates timeliness and cleanliness
- Displays compassion and positive demeanour
- Displays non judgemental attitude and understanding
- Demonstrates sensitivity and acceptance of cultural mores and values
- Demonstrates tact and diplomacy

Salary range:

The annual salary range for this position is \$53,671.80 to \$61,334.00 depending on an individual's relevant experience.

Why Work at Ottawa Salus?

Salus has a proven record of successfully supporting clients with serious and persistent mental health and addictions illness to live their best possible life. Regardless of their role in the organization, our staff are passionate about their work and supporting clients on their journey to recovery. If you are someone that wants to make the world a better place and bring hope to others, you will love working here.

All that, plus we offer:

- Competitive earnings
- Generous Health benefits and pension plan (HOOPP)
- Free onsite parking

- Compressed work week
- Paid vacation days
- A friendly team who creates a great work environment

Application instructions:

If you wish to apply for this position, please send your resume and cover letter as a single document by email to **HR@salusottawa.org** with the subject heading “**Finance Associate 2022**” by 4.30pm on **October 14, 2022**. (The deadline for internal candidates is October 10, 2022.)

While we thank all applicants for their interest, only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.