



PAYROLL OFFICER

Permanent, full-time position

JOB DESCRIPTION

The Payroll Officer reports to the Chief Financial Officer and is responsible for Hôpital Notre-Dame Hospital and Smooth Rock Falls Hospital's payroll tasks.

Responsibilities

1. Processes Payroll

- Collects, reviews and verifies time entry data from all departments, ensuring compliance to contracts and policies.
- Inputs time entry data including payroll adjustments and necessary corrections.
- Completes computerized payroll process including pay audits and pay run.
- Reviews payroll journal to ensure accuracy of salaries and benefits.
- Processes employee pay statement and all documentation required for direct deposit, investigation, preparation and processing of all adjustments required to payroll.

2. Maintains Payroll Database:

- Maintains master payroll records for each employee.
- Processes new hires, terminations, transfers, changes in status and anniversary increase applicable to vacation increase and/or salary increase.
- Implements contract changes including any necessary retroactive payments.
- Ensures the accuracy of changes for all employee hours banked, vacation, stats, etc.
- Maintains salary scale up to date.

3. Prepares Benefit Remittances and Reconciliation:

- Maintains records of employee benefits.
- Remits appropriate payments/reports to outside agencies, such as Revenue Canada, Employment Insurance, WSIB, HOOPP, union dues, benefits carriers and other as required.
- Reconciles payroll accounts with the general ledger accounts on a monthly basis.
- Maintains withholding not taken of all retirees and employees on leave of absence and keep track of the amount owing on unpaid benefits (drugs/dental/LTD/HOOPP, etc). Make arrangement with employees who must refund the employer of any unpaid benefits.
- On a bi-weekly basis, distributes departmental reports generated by the payroll process including benefits (stats, vacation, time in lieu, LEV-BEN), hours report, seniority hours report, etc.



HÔPITAL NOTRE-DAME HOSPITAL (HEARST)

4. Meets with Employees:

- Prepares specific documents related to various leaves such as employment insurance, maternity leave, sick leave and long-term disability leave.
- Completes employer's statement for various insurance companies.

5. Year End Process:

- Preparation and balancing various agency accounts such as Revenue Canada, HOOPP, WSIB, EHT and garnishees and union remittances.
- Preparation and distribution of T4.
- Prepares year end schedules such as pay periods, benefit rates, statutory holidays, etc.
- Prepares documents and assists auditors during their annual verification.

6. Other Tasks:

- Prepares seniority lists by union groups.
- Completes the OHA Absence Survey and ONA/CUPE Economic Survey.
- Completes ONA hours as per article collective agreement.
- Prepares vacation lists for general departments.
- Completes various forms for WSIB, HOOPP and Desjardins for employees on approved leaves.
- Completes Business Payroll Survey for Statistics Canada.
- Compiles part-time vacation reports on a monthly basis.

Knowledge, Skills, Experience Required

- Post-secondary education in business administration.
- Canadian Payroll Association Designation or equivalent.
- Three years' experience in payroll, preferably in a health care setting.
- Good knowledge in operating word processing, spreadsheets, payroll system, internet and e-mail software.
- Excellent adaptability skills to various work situations.
- Good communication skills in both official languages.
- Shows discretion and confidentiality.
- Sense of responsibility and good problem-solving ability.
- Ability to work under pressure and organize work to meet deadlines.
- Ability to work with minimal supervision and independent.

Candidates must submit their resume by e-mail before February 16, 2023, to **Human Resources** at hr@ndh.on.ca

Note : We use the personal information you submit in this contest only. We comply with the Freedom of Information and Protection of Privacy Act.

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