

INTERNAL / EXTERNAL JOB POSTING
Payroll & Benefits Specialist

Our Vision

A community where everyone is valued

Our Mission

To offer quality services and supports built on choice and advocacy, while fostering the community's capacity to value all members.

Location: Administration – non-unionized position
Hours of Work: 40 hours per week (Typically Monday to Friday)
Rate of Pay: \$ 28.22 - \$ 29.39
Posting Date: March 21, 2025 **Closing Date:** March 28, 2025
Tentative Start Date: April 28, 2025

Reporting Relationship

The Payroll & Benefits Specialist position reports to the Director of Finance in connection with all job functions.

Position Summary

The position of Payroll & Benefits Specialist is responsible for processing the bi-weekly payroll for Community Living Durham North as well as administering all company benefits. This includes the timely and accurate collection and entry of payroll data for all organization staff and payment of mileage expenses.

This position complies with the agency's policies and procedures, and follows the agency's mission, vision and values statements. It is agreed persons in this position will work in compliance with the provisions of the Occupational Health and Safety Act and Regulations and with the Ministry of Community and Social Services. Each staff member pledges to provide safety, practice respect and promote community while working at this agency.

Qualifications

- Completion of post-secondary education in Accounting and/or Bookkeeping, or equivalent
- Payroll Compliance Practitioner (PCP) designation is required or in progress, with a strong understanding of Canadian payroll legislation.
- Proven experience in Payroll and/or Accounting
- Excellent computer skills (i.e. Excel, Word, Accounting Software)
- Strong attention to detail, excellent numerical /analytical ability
- Effective ability to work with people who have an intellectual disability.
- Excellent interpersonal and communication skills (both verbal and written).
- Ability to multi-task and meet strict department timelines.
- Self motivated, with excellent planning, organizing and time management skills
- Strong attention to detail and high level of accuracy.
- Ability to work well under pressure, independently and as a team player.
- Sound listening and judgement skills.
- Flexibility and adaptability to working in a team-oriented environment with an organization that may/is undergoing development in many areas.

- Ability to maintain confidentiality

General Requirements

- The incumbent must be able to prioritize, plan and organize work to complete scheduled tasks despite frequent distractions and interruptions
- The incumbent must be highly organized, versatile and innovative in order to manage the volume of work and various deadlines
- The incumbent will have frequent contact with people who have a developmental disability
- The incumbent will communicate regularly with individuals at all levels internally and on occasion with external organizations.
- The incumbent will spend long hours sitting and using office equipment and computers, which may cause muscle strain. This person may also have to do lifting of materials from time to time.
- The incumbent must spend long hours in intense concentration.

Applications must be submitted in writing to Olga Wielgosz via e-mail to olga@cldn.ca

Community Living Durham North is an equal opportunity employer and is committed to providing a safe, inclusive and diverse employment experience, regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability or education. Upon request CLDN will accommodate the needs of people with disabilities in our hiring process