

Posted: November 13, 2024

Closed: November 29, 2024



JOB POSTING

OPL #15-2024

Confidential Finance Administrator - Payroll

Under the direction of the Manager, Finance, this position is responsible for all aspects of payroll processing for unionized and non-union staff. Ensuring accuracy and compliance with relevant regulations and collective agreements. Responsible for preparing reports for management, auditors and regulatory filings and maintaining accurate databases for all employees. This posting is for an existing vacancy.

Job Title: Confidential Finance Administrator - Payroll
Salary: Commensurate upon experience
Competitive health benefits & OMERS defined benefit pension plan
Reports to: Manager, Finance
Location: 65 Debwewin Miikan (Formerly Bagot St.), Oshawa (On-site)
Hours: 28 hours per week, flexible schedule Mon – Fri. **This position may require the ability to change schedule based on work deadlines.**

General Description of Duties:

- Responsible and fully accountable for the biweekly payroll processing (hours, taxes, employee information, etc.) including payroll adjustments (leaves, wage increase, etc.)
- Working with the Human Resources staff, calculate and update employee increases and changes in job classifications and related information
- Responsible for Time and Attendance tracking for all employees including dealing with inquiries from staff, including following up with missing/incorrect Timecard information
- Maintains complete, accurate and employee records in ADP
- Calculates annual taxable benefits and pension adjustments. Ensures compliance and prepare all reports pertaining to employees and retirees for Canada Revenue Agency reporting. Ensure payroll adjustments reflect in payroll and Time and Attendance systems.
- Ensures that the library is compliant with all legislated payroll related deductions and reporting requirements
- Update ADP annually to ensure that government legislation changes are reflected in payroll and Time and Attendance
- Balance respective payrolls based on year-end calendar and remit all Third-Party Remittances by defined due dates, complete all Year End balancing, filing & respective reporting
- Calculates and prepares spreadsheets of salaries and benefits and makes budget projections to yearend. Maintains spreadsheets of all special payroll related matters like WSIB claims, maternity leaves, leaves of absence, etc. Calculates and reports monthly and annual student expenditures to each department.
- Prepares annual and monthly payroll related reports for reconciliation or distribution purposes
- Prepares, verifies and posts payroll related journal entries into QuickBooks. Calculates for approval and posts all year-end accruals for payroll.
- Provides payroll related information for surveys and grants
- Compiles information and prepares ROEs and T4 for employees
- Support audit function relating to payroll inquiries and reports
- Responds to employee or management requests regarding payroll, timecards or time off requests

- This position requires you to take reasonable precaution to protect the health and safety of yourself and others

Skills and Abilities required:

- Current knowledge of legislations, policies, and collective agreement that relate to payroll and benefits
- Computer competency, and advanced knowledge of payroll software and Excel; good knowledge of accounting software currently in use in the work area
- Strong bookkeeping skills
- Strong communication skills
- The ability to establish and maintain effective working relationships with staff and external contacts.
- Ability to keep work in confidence
- Strong customer service providing courteous, efficient and effective service
- Ability to operate all equipment used in the work area
- Ability to uphold and promote the values of Diversity, Equity and Inclusion in their work

Physical Skills and Working Conditions:

This position requires keyboarding, sitting, and handling material manually.

Required Qualifications & Education:

- Minimum of four (4) years experience with full cycle processing of union and non-union payroll
- Advanced experience with ADP WFN and Time & Attendance payroll platform required
- Canadian Payroll Compliance Practitioner (PCP) designation required
- Experience reconciling payroll and benefits accounts in accounting software
- Experience completing and reconciling regulatory remittances and year end reports
- Advanced Excel skills and a solid knowledge of Microsoft Outlook
- A Criminal Record Check satisfactory to the Employer is required for this position

Diversity, Equity and Inclusion

The Oshawa Public Libraries is committed to a barrier-free recruitment and selection process. We uphold our values of diversity, equity, inclusion and anti-racism in the delivery of our services and in our workplace. The Oshawa Public Libraries encourages applications from all applicants, including members of groups with historical employment barriers to equity, this is including but not limited to, Indigenous, Black and Racialized Groups, People with Disabilities, Women and Persons within the 2SLGBTQ+ community.

Accommodation

The Oshawa Public Libraries is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Should you require Code-protected accommodation, through any stage of the recruitment process, please make them known when contacted by Human Resources. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

Interested applicants are requested to submit a current resume and cover letter to OPLHR@oshawalibrary.on.ca quoting job # OPL 15-2024. Only applicants who are selected for an interview will be contacted.