

**Internal / External
22-01**

Position:		PAYROLL ADMINISTRATOR		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK	
Department:	HUMAN RESOURCES & INFRASTRUCTURE		Program:	HUMAN RESOURCES	
Location:	BARRIE		Anticipated Date of Hire:	AS SOON AS POSSIBLE	
Salary Range:	\$34.27 – \$38.39 HOURLY		Posting Date:	JANUARY 6, 2022	
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Purpose of Position:					
<p>The Simcoe Muskoka District Health Unit seeks an experienced payroll professional to join their Human Resources team. As part of the HR team, reporting to the Manager of Human Resources, this position's main responsibility is the preparation, calculation, and completion of payroll for approximately 400 employees, completion of an annual payroll cycle as well as supporting the Human Resources Information System and pension plan administration.</p>					
Responsibilities:					
<ul style="list-style-type: none"> • Adhere to Agency policies and ONA Collective Agreement; • Correctly interpret payroll advice forms and identify areas of concern; • Data entry to update employee information in various electronic systems; • Generate ROE's; • Maintain payroll records; • Review payroll data via reports and various checking methods to identify errors and anomalies; • Prepare deduction reports for generation of payment; • Complete monthly and annual reconciliations; • Analysis and generation of T4's and other year-end processes; • Build and maintain positive working relationships with internal and external contacts; • Serve as resource person for all questions related to payroll and KRONOS; • Supporting the Human Resources Information System; • Serve as the agency expert in our timekeeping system (KRONOS Version 8). 					
Qualifications Include:					
<ul style="list-style-type: none"> • Successful completion of an acceptable and recognized two year College program, preferably in a field relevant to payroll and completion of the Canadian Payroll Association's Compliance Practitioner program (PCP) is a requirement. • Minimum 3 years working with electronic payroll and HRIS systems is preferred. 					

Must be Able to Demonstrate:

- Current knowledge of payroll practices, employment standards, and ability to resolve payroll related issues;
- Intermediate skills in Microsoft Word and Excel;
- Excellent verbal, written and interpersonal communication skills;
- Accuracy, eye for detail, sound judgement;
- Excellent time management and organizational skills;
- Ability to positively contribute to team effectiveness.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Preference will be given to candidates that are able commence employment prior to January 31, 2022;
- Hands-on experience with KRONOS;
- Hands-on experience with PayWeb;
- Hands-on experience with Info HR;
- Knowledge of the OMERS pension plan;
- Evidence of ongoing skill enhancement.

Deadline: 4:00 pm, WEDNESDAY, JANUARY 19, 2022

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-01** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**22-01** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-01** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.