



# CAREER OPPORTUNITY

<b>Position:</b>	Payroll Coordinator
<b>Department:</b>	Finance
<b>Commencing:</b>	As soon as possible
<b>Salary:</b>	\$26.88 to \$35.84 / hour or \$52,408.40 to \$69,877.86 / year
<b>Deadline:</b>	Open until a suitable applicant is found.
<b>Job Description:</b>	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter and resume by e-mail to [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca) or fax to 807-274-2898.

For more information, please contact Human Resources at: [human.resources@rhcf.on.ca](mailto:human.resources@rhcf.on.ca)



<b>JOB DESCRIPTION</b>	
<b>POSITION (Title):</b>	Payroll Coordinator
<b>DEPARTMENT/SERVICE AREA:</b>	Finance
<b>SITE:</b>	Fort Frances
<b>REPORTS TO (Title):</b>	Chief Financial Officer

**Qualifications Required:**

- Grade 12 Secondary School Diploma or equivalent.
- Completion of a two year, post secondary program in Human Resources, Business, or an equivalent combination of education and experience will be considered.
- Canadian Payroll Certification preferred
- 1 to 2 years previous staff scheduling, payroll or data entry in a public sector, hospital, or unionized environment required.
- Demonstrated experience working with collective agreements.
- Demonstrated experience working in a payroll and/or Human Resource Information System (HRIS) program.
- Demonstrated ability to function under deadlines, work independently and cope with high volume of work.
- Strong written and verbal communication skills an asset.
- Excellent interpersonal skills, and proven ability to develop working relationships required.
- Must be physically capable of performing the essential duties of the position.
- Carry out all work assignments safely and be knowledgeable of and in compliance with relevant regulations, policies and procedures.
- Excellent knowledge of relevant legislation, especially the Employment Standards Act (ESA).

**Attributes:**

- The Payroll Coordinator is required to:
  - Work independently;
  - Be dependable, versatile, highly motivated, competent, cooperative;
  - Show initiative and be a creative thinker;

- Be innovative, illustrate superior communication skills, maintain strong interpersonal relationships;
- Possess effective organizational skills; and
- Possess a high degree of confidentiality, honesty, integrity, and trustworthiness.
- Work co-operatively with payroll, human resources, and finance teams.

**General Accountabilities:**

- Coordinates, supports, and assists in the day-to-day scheduling and staffing responsibilities according to pre-established guidelines, controls, policies and procedures and collective agreements (including interpretation of collective agreements), ensuring timelines are adhered to.

**Specific Accountabilities:**

- In compliance with internal controls, collective agreements, legislation, policies & procedures, business practice, payroll and scheduling guidelines and staffing needs of departments, the Payroll Coordinator:
  - Provides direction, guidance, support and supervision to payroll staff.
  - Is the Payroll System superuser and administrator who manages Payroll system changes, updates and adjustments.
  - Supports and assists the Scheduling Coordinator, Managers, Supervisors, Staff and Schedulers in maintaining and preparing the day-to-day payroll.
  - Ensures payroll is documented, authorized/approved, accurate and submitted in a timely and efficient manner.
  - Leads a payroll team who maintain effective and efficient centralized day-to-day payroll functions.
  - Perform regular reconciliations and audits of data and processes to ensure data integrity, consistency, and compliance. Including, but not limited to audits and reviews of timecards to verify and confirm accuracy and compliance of hours used in the calculation of pay.
  - Monitor salary and wages to ensure correctness and compliance.
- Develop, lead, facilitate and schedule Payroll System and Process training and education for schedulers, management, and staff.
- Develop, provide, generate, and distribute compliance and other reporting for Board, Management, Ministry, LHIN and other stakeholders.
- Thorough understanding of legislation, collective agreement, standards, policies and procedures that impact Scheduling activities.
- Assists and supports grievance procedure if relevant to scheduling.
- Works in collaboration with leadership, Schedulers, HR and Finance to help develop standard operating procedures for scheduling, time and attendance, payroll and HRIS.

- Provide Payroll support to schedulers, staff, management, end users including interpretation of contract agreements, legislation language, policies & procedures.
- Support and provide coverage for the Scheduling Coordinator;
- Develop and review Payroll Policy and Procedures;
- Liaise, engage, consult and collaborate with management, staff, residents/patients/clients, families and external stakeholders, as required;
- Maintain team oriented, cohesive and integrated environment with staff, management, partners and stakeholders;
- Participate and lead the Department's Quality Management Program;
- Participate and assume leadership role during annual financial audit;
- Review and evaluate team performance;
- Participate in various corporate committees and meetings, as required.
- Perform other duties not specifically mentioned in the policies, procedures or job descriptions or that may, from time to time, be assigned.

**Conditions of Employment**

- Human Resource Policies
- Corporate Policies
- Department Policies