

Employment Opportunity

PAYROLL ADMINISTRATOR **Accounting & Finance Department**

1155 Yonge St Toronto, ON M4T 1W2

Full time (35 hours per week)

Level 11: \$48,350 – \$72,524

Overview:

The Accounting & Finance Department is seeking a full time Payroll Administrator to provide support for the Chancery Payroll system and assist with other Accounting & Finance support tasks as needed to comply with all government regulations and Archdiocesan policies. This role reports to the Manager, Payroll & Accounting.

Responsibilities:

- Monitor Common Archdiocesan Payroll System (CAPS) electronic mailbox, respond to general inquiries and redirect incoming messages as needed
- Resolve issues and concerns and provide assistance to employees and parishes regarding payroll matters on a daily basis
- Liaise with Human Resources department regarding new hires, terminations & benefits
- Process Chancery employees' pension contributions and reconciliations on a monthly basis and liaise with our carrier for parishes remittances
- Administer Vacation, Sick and Lieu time records under the direction of the Payroll Manager
- Prepare Records of Employment (ROE's) for parishes and Chancery employees under the direction of the Payroll Manager
- Provide year-end support related to the verification and distribution of T4's, T4A's and Employer Health Tax (EHT) summary
- Assist with processing semi-monthly Chancery payroll
- Process complete Chancery payroll as back-fill for the Payroll Manager on a periodic basis as required
- Prepares payroll for various parishes and coordinate changes with pastor/administrator
- File and manage payroll documentation
- Other duties, as required

General Requirements:

- 3-5 years of payroll experience
- Post-secondary degree or diploma in a related field
- Payroll Compliance Professional (PCP) designation is an asset
- Familiar with Desjardins payroll software
- Working knowledge of legislation related to payroll
- Strong organizational, attention to detail and multi-tasking skills

- Ability to prioritize and work effectively under pressure to meet deadlines
- Ability to maintain confidentiality at all times
- Excellent computer knowledge and proficient using Microsoft Word and Excel
- Strong verbal and written English communication skills
- Experience working in a non-profit organization is an asset
- Must be comfortable working in a faith-based environment
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days



Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2024-02** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **March 20, 2024**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.