



Southwest Ontario
Aboriginal Health
Access Centre

FT Contract Payroll & Benefits Coordinator

Status:	Full-time, Contract to March 31, 2025 (with possibility of extension)
Location:	Chippewa or London
Hours:	35 hours/week
Paid Time Off:	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
Benefits:	Extended health & dental
Pension:	HOOPP (defined benefit plan) - optional
Posting Date:	November 10, 2023
Deadline:	November 24, 2023

Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Payroll & Benefits Coordinator** to join our interdisciplinary staff team to work at our **Chippewa or London site**.

Reporting to the Director, Finance & Operations, the **Payroll & Benefits Coordinator** will be responsible for processing payroll and ensuring accurate employee payroll records. This role is accountable for the bi-weekly review and processing of employee timesheets and ensuring accuracy of preliminary and final payroll reports, spreadsheets, and funds distribution. Compliance with all applicable federal and provincial regulations and company policies is a requirement. A key accountability in this role is ensuring accurate and on-time submission of government remittances. Other responsibilities will include responding to inquiries and/or requests for data and/or reports, supporting HRIS system access, monthly journal entries, pension and benefit administration, year-end payroll processes, and to provide assistance to the Finance Supervisor and/or Director, Finance & Operations. Integrity and strong attention to details are crucial for this role.

Requirements

- Degree or Diploma in Accounting, Business, Finance or related field is preferred
- Payroll Compliance Professional (PCP) certification preferred
- Minimum 3 years of experience in a related role
- Experience using an HRIS program an asset
- Experience with benefit and pension program administration preferred

Responsibilities

- Verify and process confidential bi-weekly payroll for hourly and salaried employees within strict time frames dictated by the bank/payroll system. Includes data entry and maintenance of various systems: payroll, pension, group benefits, and time & attendance systems
- Maintain and update employee payroll information, such as promotions, transfers, terminations, leaves of absence and new hires

- Maintain and verify records of employee attendance, leaves and overtime to calculate accurate pay and benefits entitlements
- Prepare and verify statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, garnishments and benefit and pension plans
- Identify and research discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) as required
- Communicate with personnel and/or financial institutions regarding required documentation and/or procedural information necessary to complete transactions
- Maintain a wide variety of payroll information, files, and records for the purpose of providing an up-to-date reference and audit trail for compliance
- Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits accounts as requested
- Administration of pension and benefits
- Prepare payroll related filings and supporting documentation, such as year-end T4's, pension, Records of Employment, and other government remittances
- Prepare and remit all year-end statutory information returns and reconciliations
- Assist with year-end reconciliation of payroll accounts and reporting
- Attend meetings for the purpose of conveying and/or receiving information required to perform functions
- Ensure compliance with laws and regulations
- May be responsible for development or implementation of payroll policies, procedures, or processes
- Respond to written and verbal inquiries as needed
- Valid Ontario Driver's "G" license and access to reliable vehicle; Travel within the region and to other SOAHAC sites is a requirement of the position
- Willingness to participate in Indigenous Cultural Safety Training, teachings and ceremonies.
- Clean and current vulnerable sector police check as a condition of employment
- Up to date immunization record

This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: careers@soahac.on.ca

Subject line: **Payroll & Benefits Coordinator, Chippewa or London (specify location)**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
493 Dundas Street,
London, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on www.facebook.com/soahac to learn more about us!*

We thank all those for applying but only those selected for an interview will be contacted.